

Y Bwrdd Gweithredol

01.04.19

Polisi Rheoli Cofnodion

Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

- Cymeradwyo'r Polisi Rheoli Cofnodion

Y Rhesymau:

- Sicrhau bod gan y Cyngor bolisi eglur ar waith ynghylch rheoli ei gofnodion, gan ystyried y gofynion cyfreithiol, ISO a safonau'r Archifau Gwladol.

Angen ymgynghori â'r pwyllgor craffu perthnasol: Pwyllgor Craffu - Polisi ac Adnoddau (i'w gadarnhau)

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad NAC OES

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:- Y Cynghorydd Mair Stephens

Y Gyfarwyddiaeth: Y Prif Weithredwr

Enw Pennaeth y Gwasanaeth: Wendy Walters

Awdur yr Adroddiad: John Tillman

Swyddi:

Cyfarwyddwr Adfywio a Pholisi

Rheolwr Cwynion a Llywodraethu Gwybodaeth

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EXECUTIVE SUMMARY
Executive Board
1st April 2019

Records Management Policy

BRIEF SUMMARY OF PURPOSE OF REPORT

Records Management Policy

There is a need to have a clear and robust policy in place around the management of the Council's records, to meet legal requirements and standards. This Policy sets out the roles and responsibilities for managing records, in any format, and stored in any media within the Council.

It aims to ensure that all Council employees understand what they must do to protect and manage records effectively, efficiently and economically.

DETAILED REPORT ATTACHED?

YES

Records Management Policy

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters, Director of Regeneration & Policy

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	YES	YES	NONE

1. Policy, Crime & Disorder and Equalities

This Policy will be implemented and supported by other Council policies, including:

- Data Protection Policy
- Information Security Policy
- Handling Personal Information Policy & Procedure
- Portable Device Usage Policy
- Breach Reporting & Response Policy
- Email Usage & Monitoring Policy

2. Legal

The Records Management Policy is intended to provide a framework for the management of records reflecting legal requirements as a result of changes to Data Protection legislation in 2018.

5. Risk Management Issues

Inappropriate disposal of personal data could lead to enforcement action, including a significant financial penalty being imposed on the Council and disciplinary action taken against the employees responsible.

6. Staffing implications

This policy applies to all employees of the Council, including:

- Temporary employees and agency workers
- Volunteers
- Contractors acting as data processors

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy Walters, Director of Regeneration & Policy

1. Scrutiny Committee

Policy & Resources Scrutiny Committee

2. Local Member(s)

Not applicable

3. Community / Town Council

Not applicable

4. Relevant Partners

Not applicable

5. Staff Side Representatives and other Organisations

Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Official Journal of the European Union - General Data Protection Regulation	2016/679	EU website
Information Commissioner's Office – Guide to the General Data Protection Regulation	N/A	ICO website
Data Protection Act 2018 (C.12)	N/A	Legislation.gov.uk website
Information Commissioner's Office – An Introduction to the Data Protection Bill	N/A	ICO website
Information Commissioner's Office – formal response to enquiry from the Council regarding the content of an appropriate policy document (29/06/18)	ENQ0752332	Council File Plan on request
Local Government Act 1972	N/A	Legislation.gov.uk website
Local Government (Wales) Act 1994	N/A	Legislation.gov.uk website
The Lord Chancellor's Code of Practice issued under Section 46 of the Freedom of Information Act 2000	N/A	Legislation.gov.uk website
National Archives guidance on the Lord Chancellor's Code of Practice	N/A	National Archives website