

# BWRDD GWEITHREDOL

19EG MEDI 2016

## POLISI ADRODD A YMATEB I ACHOSION O DORRI DIOGELWCH

**Y Pwrpas:** i sefydlu polisi clir a chadarn ar gyfer ymdrin ag achosion o dorri diogelwch data.

### Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

Derbyn y ddogfen bolisi drafft , i'w gymeradwyo gan y Bwrdd Gweithredol.

### Y Rhesymau:

Mae'r polisi drafft yn cryfhau gallu'r Cyngor i ymateb yn briodol i achosion o dorri diogelwch data, megis colli neu ddatgelu'n ddamweiniol gwybodaeth bersonol.

Fel rheolwr data, mae'n ofynnol i'r Cyngor yn ôl y gyfraith i gael mesurau sefydliadol priodol yn eu lle ynghylch diogelwch y wybodaeth bersonol y mae'n ymdrin . Mae'r mesurau hyn yn cynnwys cael polisïau addas mewn grym.

### Ymgynghorwyd â'r pwyllgor craffu perthnasol AMHERTHNASOL

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:-

Cyng. D.M. Jenkins

**Y Gyfarwyddiaeth: Adran y Prif Weithredwr**

**Enw Pennaeth y Gwasanaeth:**  
Wendy Walter

**Awdur yr Adroddiad:** John Tillman

**Swyddi:** Prif Weithredwr  
Cynorthwyol, Adfywio a Pholisi

Swyddog Gwybodaeth a Diogelu  
Data

**Rhifau ffôn:** 01267 224127

**Cyfeiriadau E-bost:**  
[LlywodraethuGwybodaeth@sirgar.gov.uk](mailto:LlywodraethuGwybodaeth@sirgar.gov.uk)

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD

19<sup>TH</sup> SEPTEMBER 2016

### BREACH REPORTING & RESPONSE POLICY

Based on advice imparted by the Information Commissioner's Office (ICO) at their latest all Wales conference on data protection, the Council's existing policy on responding to data security incidents (the *Incident Reporting and Response Policy*) involving personal information has been thoroughly revised and re-written.

The new draft has incorporated the following:

- A clear and simple mechanism for reporting breaches of data security;
- Clearly identified roles and responsibilities;
- More clarity on responding to and escalating a breach, including clear timescales.

The Council is obliged to comply with the requirements of the Data Protection Act 1998 and the ICO has the power to impose monetary penalties of up to £500,000 on organisations for serious breaches of this legislation. Of equal importance is the fact that we owe a duty of care to our employees, customers and clients, to protect their personal information and have procedures in place to properly manage breaches when they occur.

It is essential that our organisational measures, such as information governance policies, are fit for purpose and having a robust policy in place for dealing with data breaches is an important aspect of this.

The draft policy has been scrutinised and endorsed by both the Corporate Information Governance Group and the Corporate Management Team.

DETAILED REPORT ATTACHED?

NO

## 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, Assistant Chief Executive, Regeneration & Leisure

Policy, Crime & Disorder and Equalities <b>YES</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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### 1. Policy, Crime & Disorder and Equalities

Approval is being sought for the adoption of a new corporate policy document which will apply to all staff.

## CONSULTATIONS

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

**Signed:** Wendy Walters, Assistant Chief Executive, Regeneration & Leisure

1. Scrutiny Committee N/A

2. Local Member(s) N/A

3. Community / Town Council N/A

4. Relevant Partners N/A

5. Staff Side Representatives and other Organisations N/A

**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
Incident Reporting and Response Policy		County Hall