



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

8TH NOVEMBER 2021

ELECTED MEMBERS' DATA PROTECTION HANDBOOK

JOINT REPORT OF THE SERVICE DIRECTOR OF DEMOCRATIC SERVICES & COMMUNICATIONS AND THE DIRECTOR OF FINANCE & DIGITAL SERVICES

1. PURPOSE OF THE REPORT

The purpose of this report is to introduce the draft Elected Member Data Protection Handbook.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Review the Elected Member Data Protection Handbook attached at Appendix I and determine whether the draft guide meets the requirements of Members; and
- 2.2 Subject to 2.1 above, approve the Elected Member Data Protection Handbook for use and publication.

3. REASONS FOR RECOMMENDATIONS

- 3.1 To provide additional guidance and support to Elected Members in complying with the requirements of data protection legislation.

4. BACKGROUND

- 4.1 At its meeting on the [19th March, 2019](#), Members received the Principal Information Management & Data Protection Officer, who provided Members with an overview of the GDPR Requirements for Elected Members (Casework). During discussions at the meeting the Manager discussed the intentions to create a GDPR handbook for Members to assist them with the GDPR requirements, and this intention was formally supported by the Overview & Scrutiny Committee at its meeting on the [4th April 2019](#)
- 4.2 At the Overview & Scrutiny Committee held on the [10th February 2020](#) the Data Protection & Improvement Officer delivered a progress update on the handbook and welcomed any further input to the guidance.
- 4.3 The Draft handbook is attached at Appendix 1 for Member's comment.

5. CONCLUSION

- 5.1 It is considered that the guidance in the form of a handbook will assist Members in carrying out their role more efficiently, support their understanding of data protection laws and the fair and proper use of personal data.

6. EQUALITY AND DIVERSITY IMPLICATIONS INCLUDING SOCIO ECONOMIC DUTY

- 6.1 There are no Equality and Diversity implications arising from this report and no Equality Impact Assessment is deemed necessary for the purposes of this report.

7. WELSH LANGUAGE IMPLICATIONS

- 7.1 A bilingual version of the handbook once endorsed by Members will be made available to Members.

8 CONSULTATION

- 8.1 Consultation with key stakeholders with regard to the requirements for the Elected Member Data Protection Handbook has been undertaken.

9 FINANCIAL IMPLICATIONS

- 9.1 There are no financial implications arising from this report.

10 LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELLBEING OF FUTURE GENERATIONS ACT

10.1 The role of the Democratic Services Committee is to ensure that Members are provided with the support and materials necessary for them to undertake their role appropriately. The production of a handbook ensures Members deal appropriately with the GDPR requirements needed and can therefore continue their important role of supporting the Council with its corporate priorities and objectives .