Appendix A

GDPR Action Plan Progress Report - July 2018

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

Rows are sorted by Code

Code	Action Title	Managed By	Due Date	Status Icon	Progress Bar	Latest Update
GDPR	GDPR Action Plan 2017-2018	Gillian Marshall; Stuart Robinson	31-Aug-2018		82%	
GDPR_1.0	Information Asset Management	Chris Smith	31-Aug-2018		66%	Information Asset Register is in place. We now have a rolling programme in place with Veritau to meet each Asset Owner to remove any gaps in the information provided. This programme will aim to complete the register with all gaps removed by August 2018.
GDPR_2.0	Policies & Procedures	Michelle Dinsdale; (audit) Veritau	24-Aug-2018		85%	Policy suite has been created and approved by leadership team. Ongoing project to update existing policies for GDPR. A caveat will be added on the policies

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						webpages which will state policies has been updated.
GDPR_3.0	Human Resources	Andrew Crabbe	31-Jul-2018		81%	Ongoing – audit completed and staff communicated with in terms of GDPR principles for record keeping in HR HR Team attended GDPR training via Expert HR and proactively applying GDPR principles to all HR practices. Framework created for subject access – ready for posting on HR intranet site
GDPR_4.0	Fair Processing and consent	Michelle Dinsdale; (audit) Veritau	24-Aug-2018		50%	Consent will be reviewed following discussions with the Asset Owners by the deadline of 24/08/18
GDPR_5.0	Data Processors	Aimi Brookes; (audit) Veritau	18-May-2018		100%	Contracts Team are reviewing suppliers and contracts register to identify data processing activities. They will then write out to these partners with an information statement. They will seek to vary high risk contracts.
GDPR_6.0	Information Rights	Caroline Fleming; (audit) Veritau	27-Jul-2018		100%	Preferred option on sending information securely electronically has been agreed. Veritau to provide guidance on secure redactions. Further Adobe Acrobat licences have been purchased for users across the organisation. Still awaiting further clarity on GDPR modules from software suppliers. Northgate and IDOX are still in the process of creating a module for Local Authorities. The majority of Councils are currently using an in-house solution.
GDPR_7.0	Information Security	Michelle Dinsdale; Caroline Fleming	30-Apr-2018		100%	This forms part of the Policy Suite that is currently being reviewed and the process maps that will be supplied by Veritau.
GDPR_8.0	Training & Awareness	Andrew Crabbe; Caroline Fleming	25-May-2018		100%	Training for all staff has been completed HR policies have been amended to reflect that

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						training should take place BEFORE unsupervised access to any information is given. Should also monitor where an employee changes job role as new systems and data usage.
GDPR_9.0	Roles & Responsibilities		23-Feb-2018		100%	
GDPR_10.0	DP Bill - competent authority	Caroline Fleming	24-Aug-2018		25%	Areas of the Council which have law enforcement duties (Competent Authority) will be identified on Asset Register.
GDPR_11.0	Additional Controls	(audit) Veritau	22-Jun-2018		100%	Areas of the council that utilise Data Matching and Data Profiling activity needs to be noted on the Asset Register A separate register (reference on IAR) will map where council uses and has access to CCTV