



Monthly Report to SIRO on Work in Progress to Comply with Data Protection Legislation and the Identification of Risks

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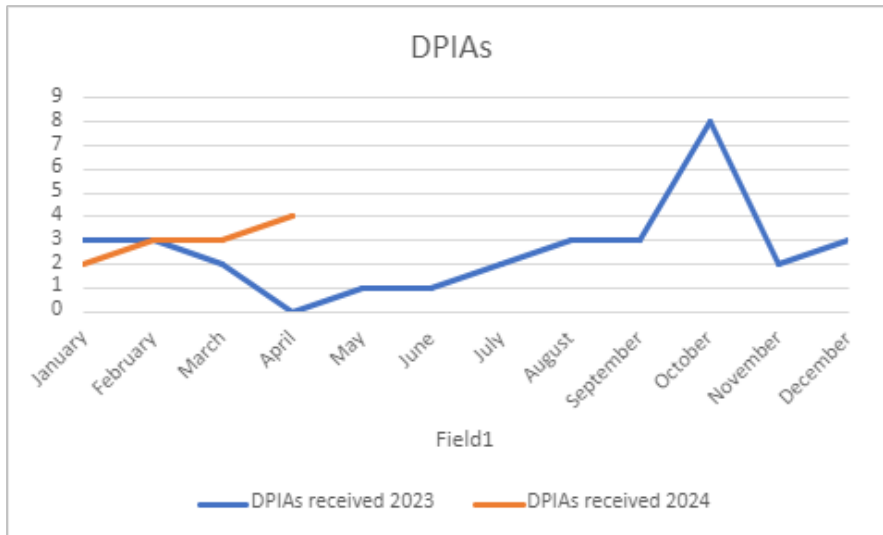
Summary of Work in Progress and Identified Risks

The purpose of this report is to provide an update to the SIRO on work in progress to comply with the Data Protection Act 2018, incorporating the GDPR (Part 2) and Law Enforcement Processing (Part 3). The report also identifies subject matter risks and appropriate mitigation.

A guide to the report and which requirements are being considered can be viewed in **Appendix A**.

Key updates this reporting period:

- **Backlog activity** – The ICO Toolkits for Data Protection and Information Security have now been replaced with the most recent ICO Accountability Tracker – a tool provided by the regulator to track compliance. NYFRS are at 39% fully compliant, 42% partially compliant, and 17% not meeting compliance. A total of 5 controls (1%) are not applicable to the Fire Service. All of the controls have now been assessed and have been allocated actions to document what input is required from other business areas. Full details of the progress towards completing backlog activity are available in **Appendix B**.
- **Data Protection Impact Assessments** – There was 1 (-3 on last report) new screening forms received in May 2024, which resulted in 0 DPIAs needed.



- **Data Processing Contracts** – 0 DPCs have been completed in May 2024. 6 are in progress. These are being held up due to a delay in response from the third-party and a lack of contract with the NYC to review legal, data protection based, documents. The existing contract has expired, however support from the MCA is being received and legal coverage is being explored through this avenue.
- **Information Sharing Agreements** - In May, no new ISA requests were received by CDU and there are no ISAs ongoing.
- **Data Breaches and Security Incidents** - During May 2024, we received reports of and dealt with 0 (-4 on last report) incidents. No new security incidents were reported to the ICO.
- **CDU Compliance activity** - In May, CDU received:
 - o 5 IRS requests – 3 have been dealt with in time and 2 are pending.
 - o 14 FOI requests – 6 have been dealt with in time, 7 are pending and 1 is late.
 - o 3 MISC requests – 2 have been dealt with in time and 1 is pending.
 - o 4 SAR requests – 2 have been dealt with in time, 1 is pending and 1 is late.
- Further detail on CDU's outstanding actions is available in **Appendix C**.

There are two FOI requests running late from 23/24 due to CDU awaiting feedback from People Services/Employee Relations. CDU are looking at options on how to proceed.

- **Training** - As of 4th June 2024, there were 665 (-6 from last report) LearnPro users. The following completion rates were recorded for the mandatory e-learning training modules:
 - GDPR = 58 (-4 since last report) users have not yet completed this training. Completion rate: 91.28%
 - Protecting Information (all Watch/on-call based staff) = 230 (-11 since last report) users have not yet completed this training. Completion rate: 65.41%

- Protecting Information Level 1 (Non-Rider, Control and Non-Uniformed Staff) = 331 (-10 since last report) users have not completed this training. Completion rate: 50.22%
- Please note, these completion rates are not completely accurate as not everyone in the Service will need to complete all 3 modules, but we currently have no way of tracking who should be completing which modules.

Appendix A: A guide to the report



Appendix A.docx

Appendix B: Progress towards backlog activity



Appendix B



Appendix C

Progress towards colnformation Asset O

Appendix C: SAR, FOI and IR compliance



Appendix D CDU
activity compliance.c



End of year
statistics.docx