

# Data Protection Policy and UK GDPR Update



Lichfield  
District Council

Date: 17 April 2024  
Agenda Item:  
Contact: Ian Edwards - Interim ICT Manager  
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Key Decision? No  
Local Ward N/A  
Members

## Audit and Member Standards Committee

### 1. Executive Summary

- 1.1 All staff are required to complete mandatory training for Cyber Security and GDPR. These course are optional for Councillors. This report provides an update on training completion for GDPR and Cyber Security.

### 2. Recommendations

- 2.1 To proceed with the action plan in Section 4 to raise the completion rates of the training.

### 3. Training Completion Rates

- 3.1 Training is delivered via the online training platform at <https://learn.lichfielddc.gov.uk>. The platform issues email reminders to complete training and provides a dashboard for managers to review completion for their direct reports. These methods serve to provide a reasonably high completion rates efficiently without requiring high administrative overheads.

Directorate	Not Certified GDPR Qty	Certified GDPR %	Not Certified Cyber Qty	Not Certified Cyber %
Corporate Core	1	97%	2	93%
Economic Growth and Development	3	90%	2	93%
Finance and Commissioning	0	100%	0	100%
Operations, Regulation and Enforcement	7	92%	5	94%
Resident and Business Services	6	90%	6	90%
LWMTS	5	76%	5	76%

Councillors	34	28%	36	22%
<b>Overall</b>	<b>56</b>	<b>81%</b>	<b>56</b>	<b>81%</b>

## 4. Action Plan

- 4.1 All staff will be reminded to complete training through the April All Hands call and follow up communications.
- 4.2 Managers will be encouraged to review their dashboard and direct staff to complete.
- 4.3 Leadership will be provided with a list per directorate of outstanding training at the end of April 2024.
- 4.4 As a final resort, network access will be suspended at end of May for any staff that have not completed.