Maidstone Borough Council
Data Protection Action Plan

Last Updated: 23 November 2023

Ref No.	Action	ICO Description	Priority (RAG)	Start Date	End Date	Responsible	Status
DP13	Undertake programme of information audits.	Audits should include: an audit of all forms to ensure privacy statement is correct, an audit of privacy notices, an audit of all systems to review progress in erasure, anonymisation, introduce regular survey as part of the programme of ongoing audits, Review use of consents, and audit of the asset register, and agreements with any third parties used to transfer business information between your organisation and third parties. Audits should added to the agenda for operational meetings and information management group, the ROPA should be updated alongside the audits .	Low	01/01/2023	31/12/2023	Deputy Data Protection Officer	In Progress
DP15	Audit Privacy Notices.	Privacy Notices should be: held in a structured way, including log of former Privacy notices. Review use of consents	Medium	01/01/2023	03/03/2023	Data Protection Officer	Complete
DP17	Develop regular programmed points of review of the ROPA in line with audits and survey of officers.		Medium	01/01/2023	31/12/2023	Data Protection Officer	Complete
DP18	Review Procurement and Data Protection risks.		Medium	TBC	TBC	Data Protection Officer	In Progress
DP21	Publish DPIAs on website.		Low	01/11/2022	31/03/2024	Deputy Data Protection Officer	Complete
DP23	Retention schedule review.		Medium	01/01/2023	31/12/2023	Data Protection Officer	Complete
DP24	Introduce retention review programme.		Medium	01/01/2023	31/12/2023	Data Protection Officer	Complete
DP25	Review log of access to systems holding data.		Medium	01/01/2023	31/12/2023	Data Protection Officer	Complete
DP32	Complete CCTV Review.		High	15/11/2022	31/03/2023	Data Protection Officer	Complete