



SOUTH HOLLAND

DELEGATED DECISION RECORD

This records a key or other decision taken by the Cabinet in accordance with the Council's scheme of Delegations (as set out in Section D of Part 3 of the Council's Constitution).

Unless the Leader and the Chairman of the Performance Monitoring Panel certify that the matter is so urgent that the normal five-day scrutiny delay on action should not apply, then this decision will come into force and may then be implemented on the expiry of five working days after the publication of the decision, unless called in under the call-in procedures as set out in Section D of Part 3 of the Council's Constitution.

Decision Maker	Cabinet
Report Title	Data Protection Policy and Records Management Policy
Summary Background	To consider policies for approval
Author / Contact Officer	Information Manager and Data Protection Officer richard.steele@boston.gov.uk
Ward(s) Affected	N/A
Urgent?	No
Key Decision?	No
In Key Decision Plan?	N/A
Date of Decision	28 April 2026
Date Published	29 April 2026
Call-In Expiry	7 May 2026
Exempt Information?	No
Decision (Action Agreed)	<p>That the Cabinet approves the draft Data Protection Policy and Records Management Policy attached at Appendices 1 and 2.</p> <p>That Cabinet approves delegation of amendments to the records management policy to the Assistant Director Governance in consultation with the relevant Portfolio Holder to reflect changes in ICO guidance when issued.</p> <p>That Cabinet approves delegation of amendments to the data protection policy to the Data Protection Officer in consultation with the relevant Portfolio Holder to reflect changes in ICO guidance when issued.</p>
Reason(s)	<p>Reviewing and adopting revised policies demonstrates the Council's commitment to transparency, accountability, and the protection of individual rights, which is vital for public trust. The impact of the Data Use and Access Act means that the ICO will issue new mandatory guidance to be followed. To reflect this the policies may need to be adapted to accommodate these changes before the policy refresh lifecycle.</p>

Options	Not to recommend or make suggested changes to the policies.
Further Information	N/A