



Audit and Assurance Committee

Date of Meeting	Tuesday 19 th November 2024
Subject	Annual Data Protection Assurance Report 2023-24
Agenda No.	8
Paper No.	29.7
Purpose	Discuss

1. Background

- 1.1. The Audit and Assurance Committee is invited to review the attached paper which sets out key findings from the annual data protection assurance report for 2023-24. The report was presented in full to the Information Governance Group in September 2024 and is the third annual report data protection assurance report produced by the Data Protection and Information Governance team.

2. Key points

- 2.1. The paper sets out key findings from the annual report with detail provided to support each point. It also provides detail on the data protection assurance work carried out to date by the Data Protection and Information Governance team.
- 2.2. This activity supports Social Security Scotland's Data Protection Officer, [Redacted], with his responsibility to monitor Social Security Scotland's compliance with data protection legislation and policy.
- 2.3. Findings from the assurance report shape activity by the Data Protection and Information Governance team to support Social Security Scotland to meet its legal and policy obligations.

3. Conclusions

- 3.1. The committee is invited to endorse work of the team and the findings of the report.

4. GOVERNANCE CHECKLIST

Please ensure that you detail which Corporate Plan Strategic Objective the paper contributes to. These strategic considerations should be used to assist you with the content of your paper.

Strategic Objective	Contribution
Helping to deliver a social security system with dignity, fairness and respect.	Not Applicable – Please delete if Corporate Plan Strategic Objectives Apply and type considerations here.
Supporting people in Scotland to access devolved benefits that they are entitled to.	Not Applicable – Please delete if Corporate Plan Strategic Objectives Apply and type considerations here.
Running our service in a responsible way.	Not Applicable – Please delete if Corporate Plan Strategic Objectives Apply and type considerations here.

State here how the paper considers these areas and any consultation undertaken in the agency. Only complete the section(s) relevant to your paper.

Strategic consideration	Impact
Environment	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Governance	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Data	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Finance	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Staff	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Equalities	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Estates	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.
Communications and Presentation	Not Applicable – Please delete if applicable and state how the paper considers these areas and any consultation undertaken in the agency.



An Impact Assessment must be carried out during the development of all new Agency policies and services and when making significant changes to policies and services. The Corporate Assurance team should be involved from an early stage to provide guidance and advice relating to completing impact assessments.

[Impact Assessment Saltire Page](#)

General Impact Assessment Queries: Corporateassuranceteam@socialsecurity.gov.scot

Equality Impact Assessment Queries: Corporateassuranceteam@socialsecurity.gov.scot

Please complete the below table.

Type of Impact Assessment	Required (Y/N)	If No - briefly state reason e.g. Not relevant/Not eligible – agreed with Deputy Director	If yes – briefly state progress to date, highlight any significant issues.
<u>Child Rights and Wellbeing Impact Assessment (CRWIA)</u>			
<u>Data Protection Impact Assessment</u>			
<u>Equality Impact Assessment (EQIA)</u>			
<u>Fairer Scotland Duty assessment</u>			
<u>Future proofing legislation</u>			
<u>Human rights in policy making</u>			
<u>Islands Communities Impact Assessment (ICIA)</u>			
<u>Strategic Environment Assessment (SEA)</u>			