



NORTH YORKSHIRE FIRE & RESCUE SERVICE

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

February 2025

| | |
|-----------------|---|
| Data Controller | Chief Fire Officer of North Yorkshire Fire and Rescue Service, on behalf of the York and North Yorkshire Combined Authority |
| Author | Lucy Holliday, Information Compliance Officer |
| Date | March 2025 |

Summary of Work in Progress and Identified Risks - Monthly Update

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**.

SIRO Sign Off and Any Additional Commentary

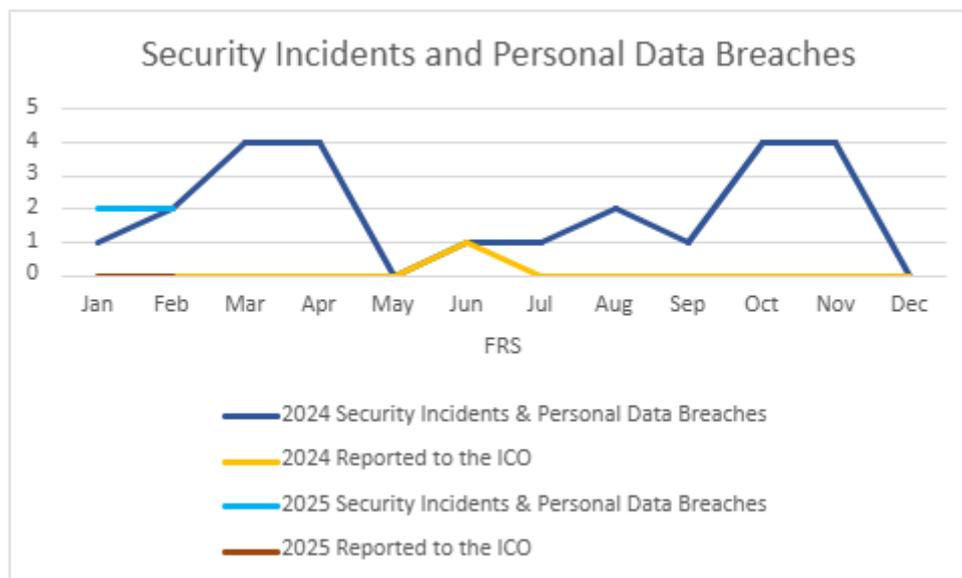
The Senior Information Risk Owner (SIRO) for North Yorkshire Fire and Rescue Service is responsible for accepting any residual risks associated with the compliance with the data protection legislation.

As this report is a submission to the SIRO for consideration, the section below allows the SIRO to confirm acceptance of the content of the report and allows any additional commentary.

| | |
|--|---------------------------------------|
| SIRO Name | Deputy Chief Fire Officer, Mat Walker |
| Signature | |
| Date | March 2025 |
| Any additional commentary on action plan and/or risk | |

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 42% fully compliant, 42% partially compliant, and 14.5% not meeting compliance. A total of 5 controls (1.5%) are not applicable to the Fire Service. All 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 were 4 (+3 on last report) new screening forms received in February 2025 which resulted in 2 DPIAs needed.
- **Data Processing Contracts** – 1 DPC has been completed in February 2025. 7 are in progress. Support from the YNYCA is being received and legal coverage is being explored through this avenue.
- **Information Sharing Agreements** - In February 2025, no new ISA requests were received by CDU and there are no ISAs ongoing.
- **Data Breaches and Security Incidents** - During February 2025, we received reports of and dealt with 2 (0 change on last report) incidents. No new security incidents were reported to the Information Commissioners Office (ICO).
- On the 2nd March 2025, the ICO responded to the security incident which we had reported to them in June 2024. The ICO deemed they were content with how the incident was handled and provided general advice. No further action required.



- **Civil Disclosure Unit Compliance activity February 2025:**
 - o 8 IRS requests – 4 have been dealt with in time, 0 are late at present.
 - o 9 FOI requests – 4 have been dealt with in time, 0 are late at present.
 - o 9 MISC requests – 5 have been dealt with in time, 0 are late at present.

- 1 SAR requests – 1 has been dealt with in time.
- Further detail on CDU's outstanding actions is available in **Appendix C**.

There are still two FOI requests pending from 23/24 due to a lack of engagement from Employee Relations. CDU are trying to recontact the business areas to see if the FOIs are still required.

- **Training** - As of 4th March 2025, there were 670 (-11 on last report) LearnPro users. The following completion rates were recorded for the mandatory e-learning training modules:
 - GDPR = 49 (-18 since last report) users have not yet completed this training. Completion rate: 92.69%
 - Protecting Information (all Watch/on-call based staff) = 202 (-21 since last report) users have not yet completed this training. Completion rate: 69.85%
 - Protecting Information Level 1 (Non-Rider, Control and Non-Uniformed Staff) = 281 (-17 since last report) users have not completed this training. Completion rate: 58.06%
- Please note, these completion rates are not completely accurate as not everyone in Service will need to complete all 3 modules, but we currently have no way of tracking who should be completing which modules. Work will be planned in with the new E-Learning Coordinator once the role is filled.
- **Resourcing** – From the 4th of November 2024, the Compliance and Data Protection Support Officer (now the Information Compliance Officer) fully transitioned to NYFRS whereas the Data Protection Officer, Information Security Officer and Records Compliance Manager has remained with NYP. At present, all work comes through the Information Compliance Officer.
- From May 2025, the Information Compliance Officer is expected to be out of office until March 2026. Discussions are being held between the Information Compliance Officer and Head of Service Design and Delivery to understand the current workload and decide what aspects can be managed in Service and what may need to be outsourced to YNYCA during this time.

Appendix A: A guide to the report



Appendix A.docx

Appendix B: Progress towards backlog activity



Appendix B
Progress towards cc

Appendix C: SAR, FOI and IR compliance



Appendix D CDU
activity compliance.c



End of year
statistics.docx