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William Wragg MP
Chair
Public Administration and Constitutional
Affairs Committee
House of Commons
London, SW1A 0AA

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Dear William,

Following the Written Ministerial Statement published on 7 January by the former Minister for the Cabinet Office, Oliver Dowden MP, I am writing to provide you with an update on the independent review of personal data handling in the Cabinet Office.

The review is now underway, led by Adrian Joseph OBE, Managing Director for Data Solutions at BT and a former Non-Executive Director at the Home Office. The Review will focus on data handling policies, processes, practices and culture within the Department, and consider whether appropriate controls are in place around the storage, sharing and deletion of personal data. Adrian will be supported by a team of officials drawn from a number of different departments across Whitehall.

I have attached the Terms of Reference for the review.

A copy of this letter has been placed in the Libraries of both Houses.

Yours ever,



Chloe Smith MP

TERMS OF REFERENCE

- a) To review policy and processes for handling personal information across the Cabinet Office, including in relation to the December Honours breach, to establish whether appropriate controls are in place around the storage, sharing and deletion of personal information. This includes accountability for ensuring compliance within the department.
- b) To examine the culture and practice around data handling and consider the adequacy of the process around the publishing of any dataset that includes personal information, including sign-off and safeguards; whilst ensuring continued support for the Government's transparency agenda.
- c) The Review will be led by Adrian Joseph, supported by a team of officials and will report to the Minister for the Cabinet Office and the Permanent Secretary with recommendations to improve processes, behaviours and departmental culture. An interim report should be provided within a month of starting, with the final report to be received no later than 31 March 2020.