

# INFORMATION GOVERNANCE PLAN 2022/23

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## INTRODUCTION

- 1 Veritau undertakes information governance work on behalf of Selby District Council. Veritau is also the Council's appointed statutory Data Protection Officer which involves the carrying out of specific functions. The service helps to ensure the Council complies with all relevant legislation, including the UK-General Data Protection Regulation (UK-GDPR), Data Protection Act 2018 and Freedom of Information Act 2000. This document summarises the agreed areas of work for 2022/23.
- 2 The Information Governance Plan is based on an estimate of the amount of resource required to provide the range of activities required by the Council. A total of 80 days of information governance work has been agreed for 2022/23 for core services. As an additional service to the 80 days for core work, Veritau coordinates all of the council's Subject Access Requests and provides advice on complex Freedom of Information Requests.

## 2022/23 INFORMATION GOVERNANCE SUMMARY

- 3 The following table provides an indicative allocation of time across each element of the service:

Area	Days	Scope
<b>Data Protection Officer Role</b>	15	Monitoring compliance with the Council's policy framework and data protection legislation as Data Protection Officer. This also includes liaising with the UK Information Governance regulator: the Information Commissioner's Office (ICO) and with data subjects who have concerns with how their data is being processed.
<b>Information Governance Strategy and Support</b>	30	Maintaining the Council's policy framework, advising on the implementation on any required changes to information governance processes and supporting service area projects with information governance consultations.
<b>Provision of Advice and Training</b>	15	The provision of advice and guidance on information governance related matters. Supporting service managers by providing specific information governance training sessions to officers.

Area	Days	Scope
<b>Coordination of Information Security Incident Investigations</b>	10	The investigation of information security incidents and the coordination of remedial activity.
<b>Management and coordination support to the SIRO</b>	10	Day-to-day administrative support managing the action plan, coordinating implementation of actions and management of CIGG meetings.
<b>FOI and Subject Access Requests</b>	Actual time spent to complete work	Coordination of all Subject Access Requests received by the Council and providing advice to the in-house team on complex Freedom of Information requests received by the Council.

## 2022/23 INFORMATION GOVERNANCE STRATEGIC OBJECTIVES

- 4 The following strategy objectives will be delivered by Veritau in 2022/23.

### **Local Government Reorganisation**

- 5 Veritau will work with the council in all activity associated with Local Government Reorganisation (LGR). This will include providing advice, assisting with any related data sharing activity and representing the views of the council as appropriate in LGR workstream meetings.

### **Information Asset Management**

- 6 Veritau will continue to work with service managers to prioritise the work around data processing agreements to ensure that the council is meeting the requirements of Article 28 UK GDPR. Where possible, Veritau will also continue to ensure that data sharing arrangements are in line with the requirements of the North Yorkshire Information Sharing Protocol, which the Council is a signatory to.

### **Law Enforcement**

- 7 Veritau will continue to review all law enforcement activity for the collection of personal information to ensure all detail has been captured as part of the information asset register.

### **Privacy Notice Updates**

- 8 Veritau will continue to ensure that all privacy notices are updated.

## 2022/23 INFORMATION GOVERNANCE TRAINING

- 9 Training on the following information governance themes will be delivered by Veritau in 2022/23, as requested by officers.

### **Personal Data Breach Management**

- 10 Delegates will be introduced to Personal Data Breach Management concepts and tools. The workshop will show how to recognise a data breach when it occurs, how to investigate and manage a data breach and how to complete the relevant documentation to report the breach. The workshop will also help delegates understand the different levels of risk and how that influences decisions on whether to report a matter to the Information Commissioner's Office (ICO).

### **Law Enforcement**

- 11 Delegates will be introduced to part three of the Data Protection Act 2018. This will help develop an understanding of the key differences between law enforcement and UK-GDPR and their requirements.