

Selby District Council

Information Governance Plan 2019/20

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Circulation List: Members of the Audit and Governance
Committee
Chief Executive
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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 General Data Protection Regulation (GDPR), Data Protection Act 2018 and Freedom of Information Act 2000. This document summarises the agreed areas of work for 2019/20.
- 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 60 days of information governance work has been agreed for 2019/20.

2019/20 Information Governance Plan

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

Area	Days	Scope
Data Protection Officer Role	15 Days	<p>Monitoring compliance with the Council's policy framework and data protection legislation (including undertaking a programme of audits) as Data Protection Officer.</p> <p>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.</p>
Information Governance Strategy and Support	30 Days	<p>Developing the Council's policy framework, advising on the implementation of new information governance processes and supporting service area projects with information governance consultations.</p>
Provision of Advice and Training	15 Days	<p>The provision of advice and guidance on all information governance related matters.</p> <p>Supporting service managers by providing specific information governance training sessions to officers.</p>

2019/20 Information Governance Strategic Objectives

4 The following strategy objectives will be delivered by Veritau in 2019/20:

Review of Information Governance Policy Framework

5 The Council is required to demonstrate compliance with the six data protection principles by maintaining a framework of Information Governance Policies. A new Information Governance Policy framework was adopted in 2018/19.

This piece of work will assess the effectiveness of the policies and will ensure that updates to legislation and regulatory guidance, introduced since the policy implementation, are reflected in the policies.

Information Asset Management

6 The Council is required to maintain 'Records of Processing'. The Council established an information asset register in 2018/19 to comply with this requirement. Veritau will work with service managers to refine and expand this register in 2019/20. This will give better oversight of processing activity in each service area.

7 As part of the work on developing the Council's information asset register a comprehensive list of other data controllers who may receive data from the Council has been compiled. Veritau will work with service managers to ensure that these data sharing arrangements are formalised through information sharing agreements as per the requirements of the North Yorkshire Information Sharing Protocol which the Council is a signatory to.

8 A process map detailing how this work will be undertaken can be found in Appendix 1 of this report.

Transparency

9 Veritau will work with service managers to ensure that necessary information is published in accordance with legislative requirements. This includes local government specific datasets, privacy notices, and consent forms.

2019/20 Information Governance Compliance Review

10 An information governance compliance review will be conducted in 2019/20. This review will focus on specific requirements of the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which came into force in the UK in May 2018.

11 A key element of the compliance review will be to cross check contracts declared on the corporate information asset register against the Council's contracts register. This will identify where data processing arrangements are in existence and to ensure that contracts have been suitably varied to include adequate GDPR contractual clauses.

- 12 The outcomes of the compliance review will be published in a report which will determine the information governance strategic objectives for 2020/21.

2019/20 Information Governance Training Provision

- 13 The following information governance themes will be covered by specific Veritau delivered training in 2019/20:

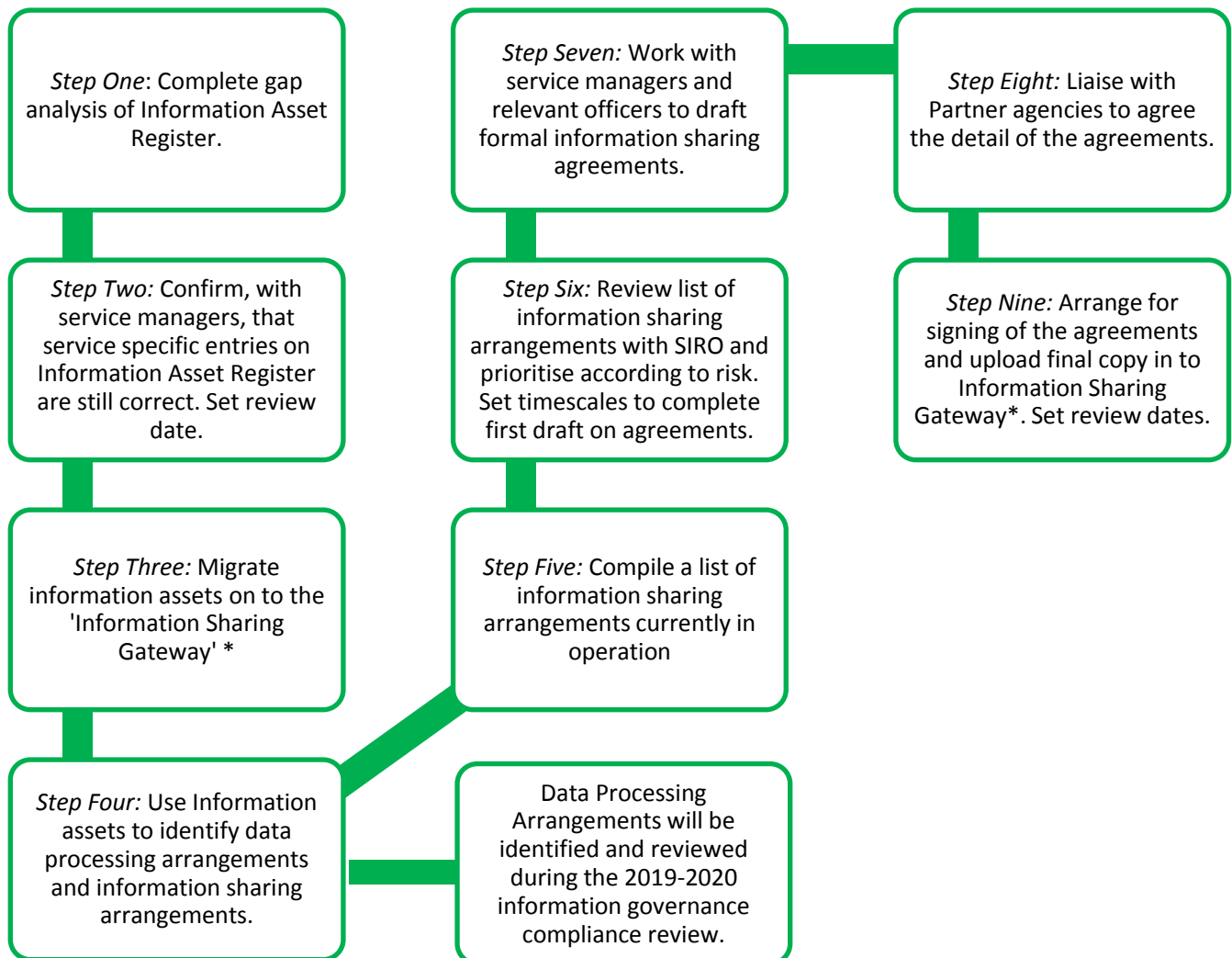
Records Management

- 14 Delegates will be introduced to Records Management concepts and tools including: the Records Lifecycle, benefits of Records Management, file plans, email management, retention and Information Asset Registers.

Data Protection Rights and Principles

- 15 Delegates will be introduced to the six data protection principles and the various rights that data subjects have with regards to their personal data. This session will focus on transparency and accountability.

Appendix 1: Process Map detailing development of Information Sharing Agreements across the Council.



* The 'Information Sharing Gateway' is an online framework to support information sharing across a number of organisations. A number of organisations in North Yorkshire are working together to use the gateway to integrate their depositories of information sharing agreements and create a detailed information flow map across the County.