

Appendix 3 – Draft outline Information Governance Framework

	Key area	What is it	Key policies/procedures	In existence? ✓ / ✗
1	Information governance management	Overall management of information governance at corporate and operational level	<ul style="list-style-type: none"> • Information Governance Framework 	✗
2	Records management	The process of creating, describing, using, storing, archiving and disposing of organisational records according to a defined set of standards	<ul style="list-style-type: none"> • Records Management Policy • Retentions & Disposal Policy / Schedule 	Underway Being updated
3	Information compliance	The legal framework and standards to ensure that information management is within the law	<ul style="list-style-type: none"> • Data Protection Policy • Data Protection Procedures • Guidance for Staff on Data Protection • Information Sharing Policy • Information Sharing Procedures • Freedom of Information (FOI) Policy • FOI Procedures • Guidance for Staff on FOI • Environmental Information Regulations (EIR) Policy • EIR Procedures 	✓ ✓ ✓ ✓ ✓ Underway Underway ✓ Underway Underway
4	Information security	The policies and procedures to protect information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction / protecting the confidentiality, integrity and availability of information	<ul style="list-style-type: none"> • Information Security Policy • Information Asset Register 	Underway Underway
5	Data quality and assurance	Covers the need to ensure the quality, accuracy, currency and other characteristics of information products	<ul style="list-style-type: none"> • Data Quality Policy 	✗