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| Subject: | Information Governance Training for Elected Members |
| Date: | 16 December 2016 |
| Reporting Officer: | John Walsh, Town Solicitor |
| Contact Officer: | Sarah Williams, Programme Manager |

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| Is this report restricted? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Is the decision eligible for Call-in? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

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| 1.0 | Purpose of report or summary of main issues |
| 1.1 | The purpose of this report is to outline to Members the importance of attending Information Governance training which is planned to take place in February 2017. |
| 2.0 | Recommendations |
| 2.1 | The Committee is asked to: <ul style="list-style-type: none">• Note the contents of this report |
| 3.0 | Main report |
| 3.1 | <p><u>Background</u></p> <p>Members will be aware that the Council suffered a high-profile data breach in 2012. Following this breach, a group chaired by the Town Solicitor, the Information Governance Group, was established with officers from the Information Governance Unit, Digital Services, Audit Governance and Risk Services and Legal Services. This group is developing and implementing policies and procedures in the key areas of Information Governance:</p> <ul style="list-style-type: none">A. Information management (how information is created, described, used, stored, archived and disposed of)B. Information compliance (the legal framework and standards to ensure that information management is within the law)C. Information security (the confidentiality, integrity and availability of information within the organisation and when sharing with partners) |

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| | <p>D. Information assurance (the practice of assuring and managing information risk)</p> <p><u>Key Issues</u></p> |
| 3.2 | <p>One of the key areas of risk in Information Governance relates to the protection of personal data as required by the Data Protection Act 1998. To this end, training has been delivered to over 2,300 council employees. In order to ensure that all Members are aware of the issues relating to personal data, and as agreed at November's Elected Member Development Working Group, it is proposed to hold training sessions for Members on the Council's Data Protection policy and procedures. Members will be aware that the need to comply with the Data Protection Act is also included in the Guidance to the Code of Conduct for Councillors and that individually you have legal obligations which could give rise to consequences in the event of non-compliance. This training will also cover the basics of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.</p> |
| 3.3 | <p>This training will focus on:</p> <ul style="list-style-type: none"> • What to be aware of when dealing with personal data • When to notify/register with the Information Commissioner • Data Protection and social media • Physical security of personal data • Working away from the office • Disposal of personal data • What to be aware of in relation to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 |
| 3.4 | <p>Two one-hour training sessions have been scheduled for February 2017 (see below) and, if required, further sessions can be organised. Members will be contacted individually with the details of these sessions.</p> <ul style="list-style-type: none"> • Evening: Thursday, 9th February 2017 5.00 -6.00pm in the Lavery Room • Day-time: Tuesday, 28th February 2017 12.30 -1.30pm in the Lavery Room <p>All Members are strongly encouraged to attend.</p> |
| 3.5 | <p><u>Financial & Resource Implications</u></p> <p>None.</p> |
| 3.6 | <p><u>Equality or Good Relations Implications</u></p> <p>None.</p> |
| 4.0 | Appendices – Documents Attached |
| 4.1 | None |

