

Information Governance Action Plan

February 2023

| | | | |
|-------------|-------------|---------------------------|-----------------------------|
| Not Started | In Progress | Off Track but in progress | Off Track – not in progress |
|-------------|-------------|---------------------------|-----------------------------|

| Action | Lead Officer | Target Date | Progress |
|--|---------------|-------------|--|
| Information Governance Framework | | | |
| Create a documented information governance framework setting out the councils overarching approach to information governance | Claire Hughes | May 2023 | Document in draft and out to consultation with relevant officers |
| Data Protection | | | |
| Create an information asset register by completing a data audit across each business area to identify the data it processes and how it flows into, through and out of the business. (Also a records management action) | Alex Lawson | May 2023 | |
| Maintain records of processing activities detailing what personal data it holds, where it came from, who its shared with and what we do with it | Alex Lawson | April 2023 | A record of processing activities is in the process of being created |
| Make it clear to individuals how they can challenge the data we hold, how they can request rectification of errors, and their rights to erasure and restriction of processing | Claire Hughes | May 2023 | Included in revised Data Protection Policy – Policy is in draft and out to consultation with relevant officers |
| Have processes in place for the deletion of information, including having a written retention policy (Also a records management action) | Claire Hughes | May 2023 | Document retention policy to be drafted |
| Establish a policy which sets out when it is necessary to conduct a Data Protection Impact Assessment | Claire Hughes | May 2023 | DPIA Policy to be drafted |

| Data Sharing | | | |
|---|------------------|----------|---|
| Have a policy in place setting out when it is appropriate for the staff to share and/or disclose data | Claire Hughes | May 2023 | Data Sharing Policy to be drafted |
| Allocate record 'owners' who take the lead on data within their service area (Also a records management action) | Service Managers | May 2023 | Individual discussions with services will be conducted throughout April and May |
| A log of all decisions to share information should be retained within service areas | Service Managers | May 2023 | Individual discussions with services will be conducted throughout April and May |
| Records Management | | | |
| Periodic checks on compliance should be carried out | TBC | Ongoing | |
| Data Quality | | | |
| Update Data Quality Policy | Claire Hughes | May 2023 | In progress |