

Information Governance Work Programme 2012/13

No	Task	Completion date & comments
1	Administer FOI/EIR/DPA requests, appeals, complaints and associated correspondence from the ICO	Ongoing
2	Deliver IG training and awareness programme and ensure the content of the induction programme is appropriate. Annual refresher training	Ongoing January – March 2013
3	Keep the IG and security framework up to date including the Corporate Information Security Policy and associated procedures. Disseminate changes across the Council	Ongoing
4	Complete Corporate Retention & Disposal Schedule	July 2012
5	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing
6	Support service areas during and after service reviews/restructures to address any information security risks that arise	Ongoing
7	Support information sharing and the production of information sharing agreements	Ongoing
8	Monitor the publication scheme and ensure service areas are keeping it up to date	Ongoing
9	Review and update intranet and internet pages for FOI and DPA	September 2012
10	Complete N3 connection assessment for central government	September 2012
11	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications	Ongoing
12	Rationalise IG file structure	May 2012
13	Report to the Audit Committee on progress against the work programme and any issues arising	June 2012 September 2012 June 2013