

Information Governance Work Programme 2013/14

No	Task	Completion date & comments
1	Administer FOI/EIR/DPA requests, appeals, complaints and associated correspondence from the ICO	Ongoing
2	Agree and deliver an IG training and awareness programme and ensure the content of the induction programme is appropriate.	Ongoing
3	Keep the IG and security framework up to date including the Corporate Information Security Policy and associated procedures. Disseminate changes across the Council	Agree framework and IG strategy with Audit Committee/SMT Review CISP by end of April 13.
4	Introduce compliance work programme and undertake activities including records management	Agree compliance programme by end of April 13. Ongoing for compliance activities.
5	Complete and keep under review the Corporate Retention & Disposal Schedule	Complete by end of April 13. Ongoing for updating and review of schedule.
6	Review use of new secure communications system	End of May 13
7	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing
8	Support service areas to address any information security risks that arise	Ongoing
9	Support information sharing and the production of information sharing agreements	Ongoing
10	Review of the publication scheme and ensure service areas are keeping it up to date	End of May 13
11	Review and update intranet and internet pages for FOI and DPA	Intranet review ongoing. Internet review by end June 2013
12	Complete N3 connection assessment for central government	March 14

APPENDIX C

13	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications	Ongoing
14	Report to the Audit Committee on progress against the work programme and any issues arising	June 2013 September 2013 June 2014