Information Governance (IG) Work Programme 2014/15

No	Task	Completion date
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. Review the content of the IG Ollie module and assess numbers completing the training.	Agree programme (with SIRO) – End April 14. Deliver programme throughout 14-15. Review Ollie content and training take up by end of June 2014.
3	Keep the IG security framework up to date including the Corporate Information Security Policy (CISP). Disseminate changes across the Council.	Agree framework with Audit Committee –End September 14. Disseminate any changes as and when required. Review CISP by end of December 14.
4	Review the Information Security Breach Procedure and align with recent guidance sent out to Revenues & Benefits.	End of May 14
5	Update compliance work programme and undertake activities including records management.	Review and agree updated compliance programme by end of April 14. Ongoing for completing compliance activities.
6	Complete and keep under review the Corporate Information Retention Schedule. Additional review of IT retention and backups including the review of priority systems and production of classification policy.	Complete review by the end of August 14. Updating schedule is an ongoing task. IT retention and back ups to commence April with a view to completion and sign off by end of October 14. Classification policy to be implemented by end of August 14.
7	Continue the provision of additional services to schools within and outside the area to generate agreed income. Market prospective customers as co-ordinated to do so by Delivery & Planning.	On-going As requested

No	Task	Completion date
8	Keep TORCH site up to date to support the above.	On going
9	Review use of the Secure Communications System (SCS).	End of June 14.
10	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	Ongoing
11	Support service areas to address any information security risks that arise.	Ongoing
12	Support information sharing and the production of information sharing agreements.	Ongoing
13	Review of the publication scheme and ensure service areas are keeping it up to date (follow up of work to be completed in 13/14).	End of September 14
14	Review and update intranet and internet pages for FOI and DPA.	Intranet review/updating ongoing. Internet content reviewed on an ongoing basis but full review of content by end Dec 14.
15	Complete N3 connection assessment for central government.	March 15.
16	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications.	Ongoing.
17	Review access, security and associated arrangements for the Stafford Park storage unit.	June 2014
18	Report to the Audit Committee on progress against the work programme and any issues arising.	September 2014 June 2015
19	File and folder accesses review and rationalisation.	End of December 2014