

APPENDIX F

Information Governance (IG) Work Programme 2016/17

No	Task	Completion date
1	Administer FOI/EIR/DPA requests, appeals and associated correspondence from the ICO.	On-going
2	Continue the provision and promotion of additional services to schools within and outside the area to generate agreed income.	On-going
3	Keep the T&W commercial website up to date to support the above.	On-going
4	Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made.	On-going
5	Support service areas to address any information security risks that rise.	On-going
6	Support information sharing and the production of information sharing agreements.	On-going
7	Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications.	On-going
8	Review and promote the CISP	End of April 16
9	Finalise and promote Information Asset Owner guidance	End of June 15
10	Agree and deliver an IG training and awareness programme.	Agree programme (with SIRO) – End May 16 Deliver programme throughout 16-17
11	Update compliance work programme and undertake activities	Agree programme (with SIRO) – End May 16 Deliver programme throughout 16-17
12	Review the Councils privacy notice and update where necessary.	End of June 2016
13	Complete Ollie module for classification scheme and promote scheme and policy.	End of July 2016
14	Report to the Audit Committee on progress against the work programme and any issues arising.	September 2016 June 2017
15	Produce gap analysis for the General Data Protection Regulations.	September 2016

16	Investigate channel shift options including use of disclosure log, open data, publication scheme and other communications from IG	September 2016
17	Review the IG strategy, update and get approved.	End of October 2016
18	GDPR gap analysis and action plan	End of November 2016

N o	Task	Completion date
1 9	Review the need for public task statement. Example : https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=6&ved=0ahUKEwiElejE-abLAhVCTBQKH2MArYQFgg5MAU&url=https%3A%2F%2Fwww.leicester.gov.uk%2Fmedia%2F180379%2Fpublic-task-statement-2015.pdf&usq=AFQjCNEURU1rVbH_f2bmY_kYyUbjeDDZSw	End of December 2016
2 0	Review current IG policies in place to include as a minimum data protection, records management, information security breach procedure and information sharing.	End of March 2017
2 1	Create outstanding policies from the IG security framework and disseminate changes across the Council.	End of March 2017
2 2	Complete N3 connection assessment for central government.	End of March 2017
2 3	Implement findings of the IG related audits	As required in each audit report