

Information Governance (IG) Work Programme 2016/17

| No | Task | Completion date | Progress as at end July 16 |
|----|--|--|--|
| 1 | Administer FOI/EIR/DPA requests, appeals and associated correspondence from the ICO. | Ongoing | On-going |
| 2 | Continue the provision and promotion of additional services to schools within and outside the area to generate agreed income. | Ongoing | On-going |
| 3 | Keep the T&W commercial website up to date to support the above. | Ongoing | On-going |
| 4 | Investigate instances of possible data breaches and ensure appropriate improvements within services and processes are made. | Ongoing | On-going |
| 5 | Support service areas to address any information security risks that arise. | Ongoing | On-going |
| 6 | Support information sharing and the production of information sharing agreements. | Ongoing | On-going |
| 7 | Support service areas in the completion of Privacy Impact Assessments for new systems/applications and those for priority existing applications. | Ongoing | On-going |
| 8 | Review and promote the CISP | End of April 16 | Review completed and CISP will be promoted by end of Sept. |
| 9 | Finalise and promote Information Asset Owner guidance | End of June 15 | Complete |
| 10 | Agree and deliver an IG training and awareness programme. | Agree programme (with SIRO) – End May 16 Deliver programme throughout 16-17 | Agreed On-going |
| 11 | Update compliance work programme and undertake activities | Agree programme (with SIRO) – End May 16 Deliver programme throughout 16-17 | Agreed On-going |

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| 12 | Review the Councils privacy notice and update where necessary. | End of June 2016 | Notice has been updated and will be published on website by end of Sept. |
| 13 | Complete Ollie module for classification scheme and promote scheme and policy. | End of July 2016 | Module completed. Policy completed Module and policy due for soft launch by end of Sept. |
| 14 | Report to the Audit Committee on progress against the work programme and any issues arising. | September 2016 June 2017 | Complete |
| 15 | Produce gap analysis for the General Data Protection Regulations. | November 2016 | On-going |
| 16 | Investigate channel shift options including use of disclosure log, open data, publication scheme and other communications from IG | September 2016 | On-going |
| 17 | Review the IG strategy, update and get approved. | End of October 2016 | Not started |
| 18 | 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&usg=AFQjCNEURU1rVbH_f2bmY_kYyUbjDDZSw | End of December 2016 | Not started |
| 19 | 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 | Not started |
| 20 | Create outstanding policies from the IG security framework and disseminate changes across the Council. | End of March 2017 | Not started |
| 21 | Complete N3 connection assessment for central government. | End of March 2017 | Not started |
| 22 | Implement findings of the IG related audits | As required in each audit report | Ongoing |