

ENSURE EXCELLENT, ADAPTABLE, COLLABORATIVE PUBLIC SERVICES CORPORATE TRANSFORMATION PROGRAMME

INFORMATION MANAGEMENT PROJECT

Mar '16

Improve the management of information across SBC by changing cultures; ensure information is seen as a valuable resource, which is kept secure, accurate and open where appropriate, to allow for effective data sharing with partners.

Benefits

Compliance (legal, security, best practice and sound governance)

Improved I I security of I information I I

Increased confidence in SBC's management of information

Improved information sharing (corporately and interagency)

Key Milestones

Jan '16

Temporary Information Manager appointed Delivery of revised policies, strategies, roles, monitoring procedures, awareness raising &

Training

SBC Internet

Mav'16

Stage 2: Security

- Incident Management & Data Sharing procedures
- Security Review and Protective Marking
- Review of PSN Service Agreements (with other agencies)

Stage 3: Information

Jun '16

- Delivery of Information Audit, Survey & Register
- Data Sharing Registers

Public Sector Network (PSN)

Annual application to HMG-Cabinet Office - assurance on SBC's information security arrangements

Jul '16

Stage 4 : Access

- Review processes in relation FOIs, Subject Access Requests (SAR), data re-use
- Revised Publication
 Scheme

Stage 5: Records Management

- Delivery of Business Classification
- Retention/disposal Review
- Records Management Plan

Awaiting dates for: Information Commissioner's Office (ICO) Publication Scheme Review and National Records of Scotland (NRS) Records Management Plan Submission

Our Performance

% of recorded information:

Aim to record 100% of information held by SBC

Department	% recorded pre- project	% recorded curren
Place	32	64
People	28	54
Introduction	31	38

Awareness raising

Aim to increase awareness, using SB Learn modules: Current baselines (based on approx. number of computer users):

Data protection training: **61%**Computer Security Training: **73%**

Reducing risks - using National Archive assessment tool (0 = no/low risk, 5 = high risk), reduce risks around information management:

currently 3.2



Programme highlights

 Information Governance Policy has been updated with a new Risk Management Strategy being implemented and the governance structure established into business as usual.

Jun '17

 Training and Awareness Programme has been reviewed at all levels including awareness raising, SBLearn, specialised training and qualifications.





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