

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-1442 - Information Governance Group
Date: 06 November 2017 15:28:43
Attachments: [Further Information - Right to Review & Appeal.pdf](#)
[FOI-17-1442 Agenda - Action Notes Redacted.pdf](#)

Dear [REDACTED],

Thank you for your information request of 9 October 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

Please provide a copy of the agendas, reports and minutes of Information Governance Group meetings held, or scheduled, since 01 June 2017

Please see attached copies of the agendas and action notes of Information Governance Group meetings held since 1 June 2017.

Please note that third party names and personal details, as well as the names of ACC Officers who are below Head of Service level have been redacted (blacked out) from the attached document as it is exempt from disclosure under the Freedom of Information (Scotland) Act 2002. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with 38(2)(a)(i) – Personal Information - of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as any information held is personal information relating to living individuals, of which the applicant is not the data subject.

ACC is of the opinion that Section 38(2)(a)(i) applies, as we consider that disclosure of this information would be a breach of the first Data Protection Principle (that personal information must be processed fairly and lawfully). These individuals have not consented to the disclosure of their information, and ACC does not consider that they would expect ACC to release this information about them into the public domain under the FOISA.

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
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AGENDA
INFORMATION GOVERNANCE BOARD
12 June 2017
13.00-14.00, ROOM 3-W-01

Attendees:

Apologies:

	Agenda Item	Leader	Outcome	Process	ETC
1.	Welcome	Simon		Any agenda modifications?	5 mins
2.	Agree Action Note from previous meeting	Simon	Sharing Information & Decision	Updated Process Agreement	5 mins
3.	GDPR Update	██████	Sharing Information & Decision	Questions Any Actions	10 mins
4.	Information Asset Owner Handbook	██████	Sharing Information	Questions Any Actions	5 mins
5.	Records Issues arising from SCAI: i) Criminal Injury Claims ii) Policy Retention	██████	Sharing Information & Decision	Questions Any Actions	10 mins
6.	Working Group Updates	Working Group Leads	Working Group Updates – recorded and added to Executive Summary	Questions Any Actions Agreement	10 mins
7.	Information Governance Quarterly Report	Simon	Agreement	Updated process	5 mins
6.	AOB	All			5 mins

AGENDA

INFORMATION GOVERNANCE GROUP

12 JUNE 2017

13.00-14.00, ROOM 3-W-01

Attendees: [REDACTED], [REDACTED], [REDACTED], [REDACTED] (shadowing [REDACTED]), [REDACTED], [REDACTED], [REDACTED], [REDACTED]

Apologies: Simon Haston [REDACTED], [REDACTED], [REDACTED]

1. Welcome
2. Agree Action Note from previous meeting
3. GDPR
4. Information Asset Owner Handbook
5. Records Issues arising from SCAI: Criminal Injury Claims and Policy Retention
6. Working Group Updates
7. Information Governance Quarterly Report
8. AOB

	ACTION	BY WHOM	WHEN
	2. Agree Action Note from previous meeting		
new	The action note from the previous meeting was agreed	All	12 June 2017
	3. GDPR		
new	Annual Information Governance Statement to go to Audit, Risk & Scrutiny Committee on 27 September 2017, including GDPR readiness and Information Assurance work plan. [REDACTED] will circulate a draft for input by all	[REDACTED]/All	23 June 2017
	4. Information Asset Owner Handbook		
new	[REDACTED] will issue the draft handbook for input by all concerning whether the appropriate areas are covered	[REDACTED]/All	23 June 2017
	5. Records Issues arising from SCAI		
new	No criminal injury claims are to be destroyed. The retention period will be changed on the Record Retention & Disposal Schedule. [REDACTED] will consult over further review of records	[REDACTED]	23 June 2017
new	The Information Management Team will revise the listing in the Record Retention & Disposal Schedule re policy to ensure the permanent preservation of corporate policies	[REDACTED]	23 June 2017
new	[REDACTED] to ensure Council Bye-Laws are available via the Zone and the public website	[REDACTED]	23 June 2017
	6. Working Group Updates		
new	Discussion between [REDACTED] and [REDACTED] to take place re risk assessing critical systems and preparedness for committee reporting in September	[REDACTED]/[REDACTED]/[REDACTED]	15 June 2017
	7. Information Governance Quarterly Report		
new	Updates to be provided to [REDACTED] on outstanding actions or recommendations	[REDACTED]/[REDACTED]/[REDACTED]	16 June 2017

AGENDA
INFORMATION GOVERNANCE BOARD
18 July 2017
10.00-11.00, ROOM 3-W-01

Attendees:

Apologies:

	Agenda Item	Leader	Outcome	Process	ETC
1.	Welcome	Simon		Any agenda modifications?	5 mins
2.	Agree Action Note from previous meeting	Simon	Sharing Information & Decision	Updated Process Agreement	5 mins
3.	Information Policy	██████	Decision	Any Actions	2 mins
4.	Annual Information Governance Report for Audit, Risk & Scrutiny	██████	Sharing Information	Questions Any Actions	5 mins
5.	Information Assurance Improvement Plan	██████	Sharing Information	Questions Any Actions	10 mins
6.	Working Group Updates		Sharing Information	Questions Any Actions	10 mins
6.	AOB	All			5 mins

AGENDA

INFORMATION GOVERNANCE GROUP

18 JULY 2017

10.00-11.00, ROOM 3-W-01

Attendees: Simon Haston, [REDACTED], [REDACTED], [REDACTED], [REDACTED] on behalf of [REDACTED]

Apologies: [REDACTED], [REDACTED]

1. Welcome
2. Agree Action Note from previous meeting
3. Information Policy
4. Annual Information Governance Report for Audit, Risk & Scrutiny
5. Information Assurance Improvement Plan
6. Working Group Updates
7. AOB

	ACTION	BY WHOM	WHEN
	2. Agree Action Note from previous meeting		
new	The action note from the previous meeting was agreed	All	18 July 2017
	3. Information Policy		
new	Previously circulated for feedback and agreed by the Group. Thanks noted [REDACTED]	All	18 July 2017
	4. Annual Information Governance Report for Audit, Risk & Scrutiny		
new	[REDACTED] to add detail to the summary concerning Information Sharing & Integration	[REDACTED]	28 July 2017
new	FOI Team to provide updated statistics to the end of June 2017	[REDACTED]	28 July 2017
new	[REDACTED] to investigate setting up pre-meetings to brief Committee members prior to Audit, Risk & Scrutiny Committee	[REDACTED]	28 July 2017
	5. Information Assurance Improvement Plan		
new	[REDACTED] to add dates to the Improvement Plan for Information Sharing & Integration priorities	[REDACTED]	28 July 2017
new	[REDACTED] to add dates to the Improvement Plan for Information Security priorities	[REDACTED]	28 July 2017
	6. Working Group Updates		
new	Training pilots for new Data Protection training will begin in August rather than July due to other Information Governance priorities, including the distribution of the new Information Asset Owner Handbook and associated training and awareness activities	[REDACTED]	August 2017

AGENDA
INFORMATION GOVERNANCE BOARD
28 AUGUST 2017
11.00-12.00, ROOM 3-W-01

Attendees:

Apologies:

	Agenda Item	Leader	Outcome	Process	ETC
1.	Welcome	Simon		Any agenda modifications?	5 mins
2.	Agree Action Note from previous meeting	Simon	Sharing Information & Decision	Updated Process Agreement	5 mins
3.	Information Policy & Acceptable Use Policy – Supporting Procedures	██████████, ██████████	Sharing Information Discussion	Any Actions	2 mins
4.	Information Assurance Improvement Plan – update	██████████	Sharing Information	Questions Any Actions	10 mins
5.	Working Group – Updates & Discussion	All	Sharing Information Decision	Questions Any Actions	10 mins
6.	Information Governance Report - exceptions	██████████	Sharing Information Decisions	Any Actions	5 mins
7.	AOB	All			5 mins

AGENDA
INFORMATION GOVERNANCE BOARD
28 AUGUST 2017
11.00-12.00, ROOM 3-W-01

Attendees: Simon Haston, [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] (delegate for [REDACTED]), [REDACTED]

Apologies: [REDACTED]

1. Welcome
2. Agree Action Note from previous meeting
3. Information Policy & Acceptable Use Policy – Supporting Procedures
4. Information Assurance Improvement Plan – update
5. Working Group – Updates & Discussion
6. Information Governance Report - exceptions
7. AOB

	ACTION	BY WHOM	WHEN
	2. Agree Action Note from previous meeting		
new	The action note from the previous meeting was agreed	All	28 August 2017
	3. Information Policy & Acceptable Use Policy – Supporting Procedures		
new	[REDACTED] to come back to the group with refreshed access procedures supporting Acceptable Use Policy	[REDACTED]	4 October 2017
new	[REDACTED] to consult [REDACTED] about coming back to the group with refreshed Freedom of Information procedures	[REDACTED] / [REDACTED]	4 October 2017
new	[REDACTED] to come back to the group with refreshed Information Management procedures	[REDACTED]	4 October 2017
new	[REDACTED] to update Data Protection procedures on a rolling basis	[REDACTED]	ongoing
	4. Information Assurance Improvement Plan – update		
new	[REDACTED] to send the Information Assurance Programme to [REDACTED] and [REDACTED]	[REDACTED]	August 2017
new	[REDACTED] meet soon to discuss their parallel assurance maps and CMT approach	[REDACTED] / [REDACTED]	September 2017
new	The group agreed that Information Security and Information Management risks should be reported together as in the KPMG recommendation, rather than separately. This is to be confirmed with CMT.	Simon/[REDACTED]	September 2017
	5. Working Group – Updates & Discussion		
new	System Criticality Working Group is confirming if systems are critical and business continuity plans are in place. [REDACTED] to update on progress at the next meeting	[REDACTED]	4 October 2017
new	Training & Awareness Working Group - Elected members will receive DP training in early September. Third tier managers dealing with sensitive personal data will receive	[REDACTED]	September 2017 & ongoing

	training at the end of September, to be followed by other third tier managers by next May. The training and awareness campaign will take place in September. The OIL training course is due to be updated by December		
new	Open Data Working Group has not taken place in the last period. There will be work done on establishing realistic priorities and an update for the next meeting	██████ / █████	4 October 2017
new	The group agreed to manage working group updates via the Information Assurance Improvement Plan rather than duplicating in the quarterly Information Governance reports	All	28 August 2017
	6. Information Governance Report - exceptions		
new	Simon to discuss with Fraser Bell the lessons learned concerning the Hazlehead Crematorium FOI Appeal	Simon	September 2017

AGENDA
INFORMATION GOVERNANCE GROUP
4 OCTOBER 2017
16.00-17.00, ROOM 3-W-01

Attendees:

Apologies:

	Agenda Item	Leader	Outcome	Process	ETC
1.	Welcome	Simon		Any agenda modifications?	5 mins
2.	Agree Action Note from previous meeting	Simon	Sharing Information & Decision	Updated Process Agreement	5 mins
3.	Committee Cycle – Updates & Discussion	████	Sharing Information Discussion	Any Actions	5 mins
4.	Information Procedures – Update	████ / █████	Sharing Information	Questions Any Actions	10 mins
5.	Risk – Updates & Discussion	████	Sharing Information	Questions Any Actions	10 mins
6.	Working Group – Updates & Discussion	All	Sharing Information Decision	Questions Any Actions	10 mins
7.	Reporting – inclusion of new information in Information Governance Report	████	Sharing Information Decisions	Any Actions	5 mins
8.	Any Issues Arising	All			5 mins

ACTION NOTE
INFORMATION GOVERNANCE GROUP
4 OCTOBER 2017
16.00-17.00, ROOM 3-W-01

Attendees: Simon Haston, [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]

Apologies: None

1. Welcome
2. Agree Action Note from previous meeting
3. Committee Cycle – Updates & Discussion
4. Information Procedures – Update
5. Risk – Updates & Discussion
6. Working Group – Updates & Discussion
7. Information Governance Report – additional information
8. Any Issues Arising

	ACTION	BY WHOM	WHEN
	2. Agree Action Note from previous meeting		
new	The action note from the previous meeting was agreed	All	4 October 2017
	3. Committee Cycle – Updates & Discussion		
new	Protective Monitoring Policy (which will include ICT Account Access Procedures) to go to Finance, Policy and Resources Committee in the next cycle. The Director deadline for this cycle is 26 th October. [REDACTED] to schedule a slot at CG SMT	[REDACTED]	October 2017
new	Simon to discuss with Fraser Bell the approach to lessons learned concerning the Hazlehead Crematorium FOI Appeal following the Audit, Risk & Scrutiny review recommendation, to seek clarity on next steps	Simon	October 2017
new	All to note that following FP&R new or revised procedures which support the Corporate Information or ICT Acceptable Use Policies are to be approved by the SIRO with delegated authority in consultation with Finance, Policy & Resources Convenor and Vice-Convenor.	All	4 October 2017
	4. Information Procedures – Update		
	Freedom of Information Procedures to be updated	[REDACTED]	December 2017
	Information Procedures will be updated on an ongoing basis until May 2018	[REDACTED] / [REDACTED]	ongoing
	5. Risk – Updates & Discussion		
new	Transformation portfolio presents additional impact on risks to Information Management. Proposal for how to address Information Management representation/advice to the delivery board by the next meeting	[REDACTED] / [REDACTED]	28 November 2017
new	Simon to raise Statutory Data Protection Officer role at CMT	Simon	5 October

	as part of potential tier 2 design		2017
	6. Working Group – Updates & Discussion		
new	Redesign of how critical systems are measured. ██████ to come back to the Group with the top 20 business critical systems	█████	28 November 2017
new	Managing Information (including GDPR Readiness actions) training sessions are ongoing for third tier managers, as well as programme of updating procedure and guidance, and appropriate communication and awareness activities.	█████/█████	ongoing
new	██████████ to update on Open Data at the next meeting	█████/█████	28 November 2017
	7. Information Governance Report – additional information		
new	The group agreed the inclusion of statistics concerning Regulation of Investigatory Powers (Scotland) Act and Information Preservation in the Information Governance reports, beginning with the 2017-18 Q2 report	█████	4 October 2017