



## Selby District Council

### Information Governance Work Programme 2021/22

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**Circulation List:**

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**Date:** 21 April 2021

## Introduction

- 1 Veritau undertakes information governance work on behalf of Selby District Council. Veritau is also the Council's appointed statutory Data Protection Officer which involves the carrying out of specific functions. The service helps to ensure the Council complies with all relevant legislation, including the UK-General Data Protection Regulation (UK-GDPR) and Data Protection Act 2018. This document summarises the agreed areas of work for 2021/22.
- 2 The Information Governance Plan is based on an estimate of the amount of resource required to provide the range of activities required by the Council. A total of 60 days of information governance work has been agreed for 2021/22.

## 2021/22 Information Governance Plan

- 3 The following table provides an indicative allocation of time across each element of the service:

Area	Days	Scope
<b>Data Protection Officer Role</b>	15	<p>Monitoring compliance with the Council's policy framework and data protection legislation as Data Protection Officer.</p> <p>This also includes liaising with the UK Information Governance regulator: the Information Commissioner's Office (ICO) and with data subjects who have concerns with how their data is being processed.</p>
<b>Information Governance Strategy and Support</b>	30	<p>Developing the Council's policy framework, advising on the implementation of new information governance processes and supporting service area projects with information governance consultations.</p>
<b>Provision of Advice and Training</b>	15	<p>The provision of advice and guidance on all information governance related matters.</p> <p>Supporting service managers by providing specific information governance training sessions to officers.</p>

## **2021/22 Information Governance Strategic Objectives**

- 4 The following strategy objectives will be delivered by Veritau in 2021/22.

### *Information Asset Management*

- 5 As part of the work on developing the Council's information asset register a comprehensive list of other data controllers who may receive data from the Council has been compiled. Veritau will work with service managers to ensure that data sharing arrangements are formalised through information sharing agreements as per the requirements of the North Yorkshire Information Sharing Protocol, which the Council is a signatory to.
- 6 A process map detailing how this work will be undertaken can be found in Appendix 1 of this report.

### *Law Enforcement*

- 7 Veritau will continue to review all law enforcement activity for the collection of personal information to ensure all detail has been captured as part of the information asset register and that privacy notices are updated.

### *Privacy Notice Review*

- 8 Having conducted a review in 2020/21, Veritau will ensure that all privacy notices are now updated.

## **2021/22 Information Governance Training Provision**

- 9 The following information governance themes will be covered by specific Veritau delivered training in 2021/22:

### *Data Protection Impact Assessments*

- 10 Delegates will be introduced to the concept of data protection impact assessments, a now mandatory tool to identify risk, including their purpose and the various aspects that need to be included. The delegates will work through an example DPIA which will provide the opportunity to learn how to complete a DPIA and ask any relevant questions.

### *Law Enforcement*

- 11 Delegates will be introduced to part three of the Data Protection Act 2018. This will help develop an understanding of the key differences between law enforcement and UK-GDPR and their obligations.

- 12 The following additional information governance themes will be available to Selby District Council to book if required in 2021/22:

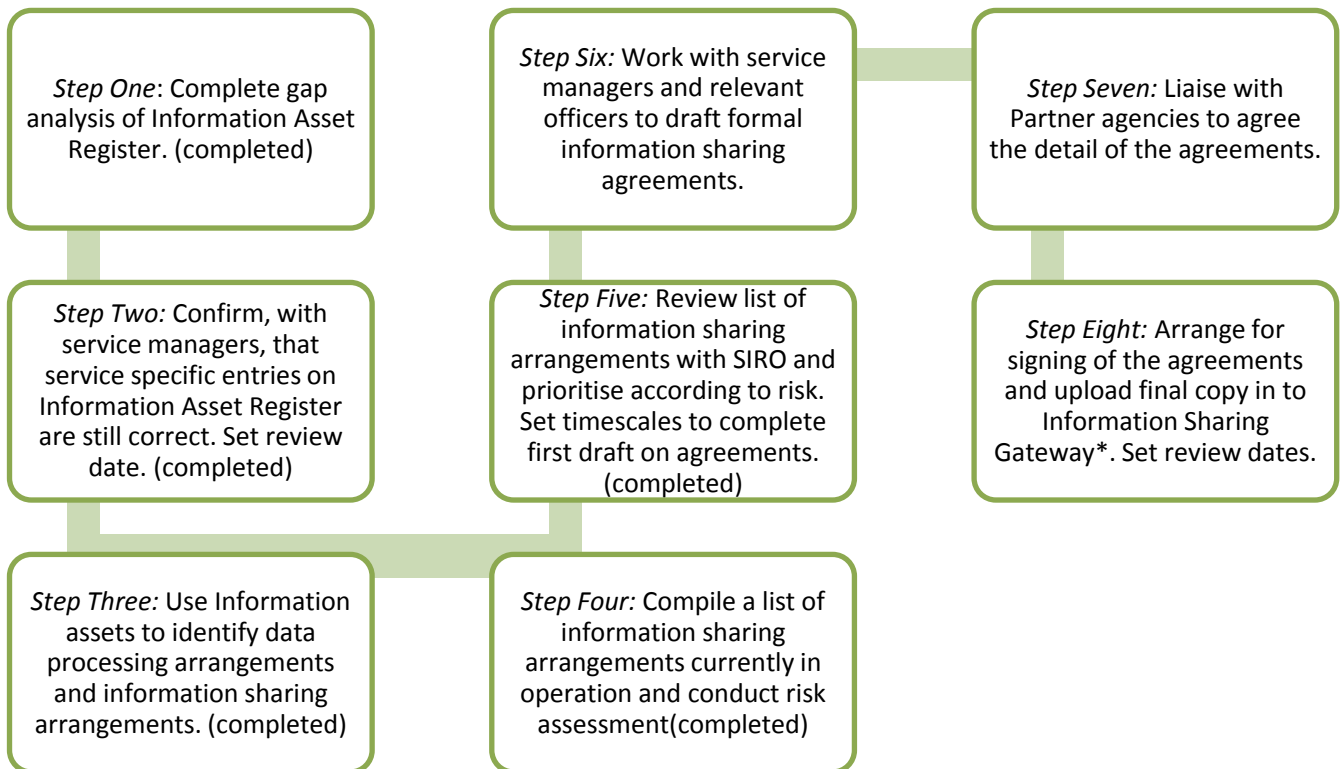
*Records Management*

- 13 Delegates will be introduced to Records Management concepts and tools including: the Records Lifecycle, benefits of Records Management, file plans, email management, retention and Information Asset Registers.

*Data Protection Rights and Principles*

- 14 Delegates will have the data protection principles explained in detail and will be introduced to specific rights that service users have in relation to their personal data. This workshop will give delegates practical knowledge which can be applied to their day-to-day work.

## Appendix 1: Process Map detailing development of Information Sharing Agreements across the Council.



\* The 'Information Sharing Gateway' is an online framework to support information sharing across a number of organisations. A number of organisations in North Yorkshire are working together to use the gateway to integrate their depositories of information sharing agreements and create a detailed information flow map across the County.