

The Highland Council
Finance, Housing and Resources Committee
9 October 2013

Agenda Item	20.c
Report No	FHR/135/13

Information Management Policy
Report by Assistant Chief Executive

Summary

This report informs Members on the annual review of the Information Management Policy and seeks approval of this updated Policy.

1 Background

- 1.1 There is a commitment to carry out regular reviews of information management policies and the Information Management Policy is due its annual review. The current Policy was approved by Resources Committee in June 2011. It applies to all staff, Members and any person who handles Council Information Assets.
- 1.2 Following an agreed inspection by the Information Commissioner Office (ICO) into the Council's compliance with the Data Protection, the Council made a number of commitments. This included a commitment to carry out any outstanding Information Management Policy reviews by the end of October to create a complete and current Information Management Policy Framework.
- 1.3 The Information Management Strategy has been reviewed and an Information Security Policy produced, both of which were approved at the August FHR Committee. The review of the Information Management Policy is the next step in meeting this commitment and together with other Information Management Policies being brought to this committee complete this Policy Framework.

2 Key Objectives of the Policy

- 2.1 The role of the Information Management Policy to provide an overview of the policy position on Information Management. It expands on the Principles that are set out in the Information Management Strategy and provides an overview of the individual responsibilities within the Council.
- 2.2 This Policy and the other information management policies together form an IM Policy Framework that supports delivery of the Information Management Strategy. The Policy statements, rules, roles and responsibilities underpin the governance structures and developing staff guidance. They provide a basis for

the work of the Information Management & Security Team, Records Management Service and Corporate Improvement Programme Managing Information Project.

3 Policy Review and Changes

- 3.1 The Information Management Principles are taken from the Information Management Strategy and were changed in the last review of the strategy and so the Information Management Policy has been restructured to fit with these updated Principles. The change to the principles is a regrouping to provide more clarity rather than a change in approach.
- 3.2 The Policy has been expanded to provide more detail and reference to policy positions that are contained within the updated Records Management Policy and the new Information Security Policy. Prior to the introduction of the Information Security Policy, the policy on this area was partially covered through the Information Management Policy.
- 3.3 The roles and responsibilities section has been updated to reflect the maturing Information Management Strategy and governance structures within the council. This is needed to set out more clearly in policy the obligations that all those handling council information have. This is further backed up by the obligations set out in the other Information Management Policies.
- 3.4 A new section on Governance has been added and includes details on the newly formed Information Management Governance Board. This provides a strategic oversight of the Information Management Strategy delivery and provides an important channel for communicating the range of Information Management requirements through services via the IM Lead Officer role.

4 Policy Implementation

- 4.1 The Highland Council's Information Management Strategy sets out the overall Information Management Strategy for the Council. The Information Management Policy supports this by expanding the Council's Information Management Principles.
- 4.2 The Information Management Strategy Implementation Plan sets out how information management improvements will be delivered through a series of strategic initiatives.

- 4.3 The Policy will be made available to staff through the Intranet and for others within scope of the Policy through the Highland Council website.
- 4.4 Staff and any person handling Council Information are provided with an online learning module that provides an introduction to the expectations the Council places on those handling information. This includes records management as well as information security and data protection issues that staff should be aware of. This must be completed by all those who handle Council information.

5 Implications

- 5.1 **Legal & Risk:** There are no implications arising from the review of this policy.
- 5.2 **Resource:** Communication and Implementation will be carried out using existing resources.
- 5.3 **Finance:** There are no implications arising from the review of this policy.
- 5.4 **Equalities:** The review of this policy does not have a detrimental effect on any particular group.
- 5.5 **Climate Change & Carbon Clever:** There are no implications arising from the review of this policy.

6. Recommendation

6.1 Members are asked to:

- i. Note the changes and approve the revised Information Management Policy

Designation: Senior Information & Security Officer

Date: 16 September 2013

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Background Papers: [Information Management Policy](#)