



Information Management

Committee Personnel

Date of meeting 22 February 2019

Date of report 1 February 2018

Report by Assistant Chief Executive

1. Object of report

To provide the Personnel Committee with an update on how SPT and its staff are adopting an organised and robust approach to good information management, and seek approval of the following policy documents which underpin this work:

- Information Security Policy Statement;
- Information Management Strategy; and
- Digital Assets – Acceptable Use Procedures.

2. Background

There is a number of different pieces of legislation relating to information management (email and paper) which SPT needs to consider in terms of ensuring its approach to information management is robust. This includes, but is not limited to:

- The Public Records (Scotland) Act 2011;
- Freedom of Information (Scotland) Act 2002;
- The Re-use of Public Sector Information Regulations 2015;
- GDPR; and
- Data Protection Act 2018.

In addition to this, there is also increased guidance in relation to Cyber Security which threads through all of the information held centrally.

3. Current position

It was recognised that given the complexity of the above, it was necessary to review SPT's approach to information governance, and to ensure that SPT's staff policies and guidelines on these matters were fully up to date.

An Information Governance Steering Group, which includes all parts of the organisation, has been formed to ensure that progress is made, and approaches to information management are consistent. The terms of reference are attached at Appendix 1. This approach has already produced good examples of cross departmental working, and learning lessons.

An Information Security Policy Statement is attached at Appendix 2 and the Personnel Committee is recommended to approve this. In support of this, an Information Strategy, which will be made available to all staff, has also been drafted and is attached at Appendix 3. This document will make it clear to all staff that SPT will actively support good and robust information management principles.

In recognition of the increased focus on cyber security, SPT has also taken the opportunity of gaining the Scottish Government's Cyber Security Essentials "Plus" status, and the actions from this have been factored into the Digital Assets – Acceptable Use Procedures (previously referred to as the Internet & Email Policy). Again, this sets out the expectations of all staff and members using SPT digital equipment and systems. This policy also cross references to both SPT's Disciplinary Policy and Employee Code of Conduct and is attached at Appendix 4.

4. Conclusions

To ensure that SPT fully complies with a raft of legislation relating to information governance, the opportunity has been taken to review various policies and staff guidance.

5. Committee action

The committee is recommended to:

- Note that a robust approach is being taken to ensure good information management and security;
- Approve the Information Security Policy, and note the supporting Information Management Strategy;
- Approve the Digital Assets – Acceptable Use Procedures, noting that this will be subject to consultation with the respective Trade Unions in the normal fashion; and
- Note that staff training and additional guidance will be provided to underpin these matters.

6. Consequences

Policy consequences	<i>All related policies require to be reviewed.</i>
Legal consequences	<i>Policies require to be underpinned with good procedures to ensure compliance with legal requirements.</i>
Financial consequences	<i>None directly.</i>
Personnel consequences	<i>HR to initiate consultation with Employee Representatives. In addition relevant training requires to be planned and delivered.</i>
Equalities consequences	<i>None directly.</i>
Risk consequences	<i>Review seeks to mitigate against risks arising from out of date policies.</i>

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