



Present:

Malcolm Schaffer (Chair) (MS), Janet Robertson, Ava Wieclawska (AW), Gillian Henderson, Gwen McNiven, Paul Harkness (PH), Jacqueline Stephen, Gillian Brown (for Donald Lamb), Rosie Campbell (RC) (for Lesley Siewert)

By VC – Rosemary McCracken, Angela Mitchell, Vicki Ritchie

		Timescale	Action
1.	Apologies Pamela Armstrong (PA), Moyra Gordon, Kelly Campbell, Bruce Knight, Donald Lamb (DL), Lesley Siewert		
2.	<p>Minutes of previous meeting: 11 December 2017</p> <p>No minute is available yet.</p> <p>Matters Arising:</p> <p>G drive clean-up – All Localities are making progress: <u>Ayrshire</u> – deleted ~1,400 documents in past week. Finding list produced by Data Team useful in checking off what grounds have been imported into CMS and so what can be deleted from H and G drives. Still problem of Reporters retaining grounds to own drives and not importing onto CMS. <u>South East</u> – have dedicated 'clean out' days. Suspected that some documents are still not being saved into CMS. <u>Central</u> – Up to date. Reporters were given a cut-off date and then any remaining grounds, etc. were deleted from G drive. <u>Glasgow</u> – Have been importing into CMS and fairly confident that up to date for last 2 years. But have grounds for 1,000s of children in G drives going back to 2011-2012. Have set deadlines and have deleted a lot from before 2015. More work to be done but making progress. <u>D&G/ Lanarkshire</u> – also set cut-off dates. Confident that most grounds in CMS. Would find list of accepted/established grounds useful. <u>Grampian</u> – Would also find above list helpful. Will help support staff check historic grounds in G drive <u>North Strathclyde</u> – Work in progress. Some Reporters still reluctant to clear up G drives but all aware that must do. <u>Head Office</u> – Teams could do more to reduce amount of information held.</p> <p>SPR2 deletions – Victim Information Co-ordinators doing weekly checks, and numbers are vastly reduced. Activity now becoming business as usual. Police and Procurator Fiscal – are working with them on how SPR2s are coming to SCRA to ensure that only those intended to be referrals</p>	<p>For next meeting</p> <p>End Feb</p> <p>End Feb</p>	<p>PA</p> <p>DL to send list of accepted/established ground on CMS to IG leads</p> <p>MS to check with Fife and H&I on their progress</p>

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	are sent.		
3.	<p>Q3 2017-18 breach report Update on figures on case information and Non Disclosure (ND) breaches tabled. No report as reporting to Audit Committee on breaches in now 6 monthly. Points to note: ND breaches – in a number of recent breaches, double checks appear to have been done but have been ineffective. Examples:</p> <ul style="list-style-type: none"> • where address missed as not where usually is in Order – emphasises importance of checking whole document. • Solicitor requested Order and produced for her from stat. doc. folder in CMS and therefore not redacted. Reminder to staff not to rush, and that documents in stat doc folder in CMS are not redacted. <p>Non Disclosure PH updated on reduction in ND Orders and Rule 16s in place Glasgow by half over past 2 years - this should have an impact on number of breaches. Result of ND Improvement Project with partner agencies in Glasgow. PH to share information about this with other IG Leads.</p> <p>Concerns raised about findings of recent ND case sampling exercise which showed problems throughout all Localities and lack of understanding of ND of some Reporters. To discuss at next meeting. MS reminded Group of Process Charts in Practice Direction on ND, and that all Reporters and support staff should follow this. IG Leads to remind staff to use this. PH raised that Practice Direction on ND is too long and difficult to use. MS replied that Localities need to concentrate on the basics such as correct application of Rule 16 by Reporters. IG Leads to check level of awareness of ND case sampling findings in their Localities.</p> <p>Breaches by other agencies Template being developed to inform Children’s Hearings Scotland of breaches by Panel Members. This will be adapted for informing other partner agencies when they have caused a breach (e.g. wrong addresses). Once agreed IG leads will share template with their partner agencies to raise their awareness of GDPR.</p>	<p>End Feb and on-going</p> <p>Next meeting</p> <p>Next meeting</p> <p>End Feb and on-going</p> <p>Next meeting</p> <p>Next meeting</p> <p>May</p>	<p>IG leads</p> <p>PH</p> <p>MS</p> <p>IG Leads</p> <p>IG Leads</p> <p>AW</p> <p>AW and IG leads</p>
4.	<p>General Data Protection Regulation (GDPR) AW provided update of progress against SCRA Action Plan:</p> <ul style="list-style-type: none"> • Ongoing development of records of processing activities with Information Asset Owners. Good progress being made - to be completed by the next IAO meeting in April. • Training sessions – all staff must attend. If can’t in their Locality/office then by VC or to attend session in another Locality. Feedback from staff (so far) has been positive. 		

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	<ul style="list-style-type: none"> • Privacy notices – working (jointly with CHS) with Good Shepherd and Spark of Genius to develop methods to inform children and young people of their data protection rights. • Children’s Hearings Improvement Partnership – SCRA and CHS leading on producing a Code of Conduct on Information Sharing. • New breach reporting procedures and guidance – almost ready. Feedback on these is welcome. • Data processing contracts – need to be in place with all existing contractors and any new contractors by 25th May. <p>No feedback yet from partner agencies on their preparations for GDPR. Police Scotland have started sending SCRA a 2-page form to be filled in (only 2 Localities have raised so far). SCRA has not been informed by Police Scotland of this and MS wishes to raise at national level. RC to send MS the Police Scotland form.</p>	<p>Next meeting</p> <p>End Feb</p>	<p>All</p> <p>RC/MS</p>
	<p>Date of next meeting To be arranged</p>		

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