



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Scottish Children's Reporter Administration Minute of Information Governance Leads held on Tuesday 14 May 2019 at Ochil House, Stirling

Present:

Malcolm Schaffer (Chair), Gillian Henderson, Donald Lamb, Paul Harkness, Janet Robertson, Nicola Baird, Gwen McNiven, Colette Cairns, Bruce Knight, Kelly Campbell, Jacqui Stephenson, Angela Mitchell, Lesley Siewert, Rosemary McCracken, Helena Watson, Stephen Eodanable, Ed Morrison, Vicki Ritchie, Pamela Armstrong.

		Timescale	Action
1.	<p>Apologies. None</p>		
2.	<p>Any Other Business</p> <p>Retrieval of papers and the expectation placed on SCRA by other agencies - Localities are advised to risk assess if required. If the risk is deemed too high, the reason is to be recorded and put in writing to social work. If the breach is caused by another agency, it is their responsibility to recover papers.</p> <p>Cyber Security Training – 68% complete, Names to be provided to IG Leads of staff still to complete.</p> <p>New Domain name - Scottish Government have asked us to stop using the scra.gsi.gov.uk domain by the end of June 2019. As a result, we need to move to a new email domain. EMT have asked that the IT team pursue the use of the scra.gov.scot domain name.</p>		BK/IG Leads
3.	<p>Minute of Last Meeting</p> <p>Agreed as accurate</p> <p>Matters Arising and Updates on Actions from Last Meeting</p> <p>Reception/Support staff training – Any outstanding training to be conducted in Ochil (VC can be used) or IG Leads can deliver.</p> <p>Information sharing with solicitors – For communications with Solicitors, a headed letter satisfies the need for a mandate. We can fall back on the need for a mandate in suspicious circumstances.</p> <p>Enveloping processes, including security and postage stickers. – IG Leads to double check stickers contain the correct information.</p>	Immediate	All

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	Tracking Mail - ICO recommendation was that we looked at our method of delivering information, in particular with regard to tracked mail. MS Advised that this will not be taken forward.		
4.	Breaches, ICO Investigations & Requests Malcolm Shaffer introduced the report which was reviewed by the IG Leads. The report is encouraging.		
5.	Low Risk Breach Reporting There is a concern that some low level breaches are not being reported. It is important to report all breaches, including low-level as it helps to highlight any potential internal issues and other agency issues.	Ongoing	All
6.	Management of Breaches A reminder of the process has been issued. IG Leads advised the correct form to use is on CONNECT and to ensure the incident number is always used in the subject line.	Immediate	All
7.	Information Governance Framework v1.2 The update has been completed as requested by Internal Audit and is available on CONNECT.		
8	DP training for managers on staff records – Feedback Training is ongoing. An assessment of training will be considered after completion. Future training is being developed around the child as the data subject. The impact for a child on getting offence codes incorrect to be built into training, late 2019. E-learning GDPR training is currently being developed with an outlook for completion Sep-Dec 19.		
9.	GDPR training for new starts and those returning from long-term absence Monthly new start list to be sent to Gillian Henderson from HR	Ongoing	GH
10.	Information Sharing Agreement with Local Authorities An information sharing agreement is now in place with court services.		

		Timescale	Action
11.	<p>Destruction of under 18's files – Update</p> <p>Localities are encouraged to ask for help if required around retention.</p>		
12.	<p>SIG Team Update</p> <p>It is hoped an Accreditor will join the team soon</p>		
13.	<p>New SCRA Research – Young People's and parents' views on privacy and how this affects their participation in Children's Hearings proceedings.</p> <p>Research will be carried out by Who Cares? Scotland in July 19, prompted by Digital First Standards. Lisa Bennett is leading and there will be engagement with users. Research findings will be discussed at a future meeting.</p>		
14.	<p>Review of Information Braches - Lessons Learned</p> <p>IG Leads are asked to share the document with teams and for the document to be made available to new starts.</p>		All
15.	<p>An Improvement Plan For Recording Information And Decisions And Protection Of Sensitive Information</p> <p>Sessions have received positive feedback. This will be kept under review via PQN and referred back to IG leads as required.</p>		
16.	<p>Examples of good locality practice or issues arising</p> <p>None Identified.</p>		
17.	<p>New Risks</p> <p>None identified.</p>		
	<p>Date of next Meeting – Tuesday 29 October 2019 at Ochil House, 10:30 – 13:00</p>		