



**Scottish Children's Reporter Administration
Minute of Information Governance Leads held on
Tuesday 15th October 2019 at Ochil House, Stirling**

Present: Alistair Hogg (Chair), Anne-Marie McIntosh (in place of Kelly Campbell), Dawn Turner (in place of Jacqui Stephen), Lesley Siewert, Angela Mitchell, Janet Robertson, Gillian Henderson, Gwen McNiven, Bruce Knight, Rosemary McCracken (via VC), Ed Morrison, Nicola Baird, Catherine Nixon (observing)

		Timescale	Action
1.	<p>Apologies: Donald Lamb, Pamela Armstrong, Colette Cairns, Stephen Eodanable, Paul Harkness, Helena Watson, Vicki Ritchie</p> <p>AH noted that three Localities were not present, and that it is important that <u>all</u> Localities are represented at IG Leads meetings.</p>	Next meeting	ALL
2.	<p>Any other Business</p> <p>1. Provision of Records of Proceedings to solicitors Question raised by Glasgow Locality about routinely providing RoPs to solicitors after Hearings. Other Localities take a different approach and only provide where an appeal is likely and this is recorded by the Reporter on the Hearing arrangement form, or when requested by a solicitor when they cannot obtain RoP directly from their client. Agreed that the latter should be SCRA's approach and that this would be added to the guidance on sharing information with solicitors.</p> <p>2. Cyber security week BK updated that w/b 21 October is cyber security week, and a video and articles will be appearing on Connect. IG Leads asked to encourage staff to read and view the cyber security materials.</p>	<p>01/11/19</p> <p>w/b 21/10/19</p>	<p>SE</p> <p>ALL</p>
3.	<p>Minutes of last meeting (13 August 2019)</p> <p>RM raised that the section on envelopes on page 1 is not correct – as plastic envelopes have still to be sourced. Noted. Rest of the minutes were agreed as accurate.</p> <p>Matters arising</p> <ul style="list-style-type: none"> Agreed that the SOMs should be invited to the next meeting. <p>JII & VRI (Joint Investigation & Visual Recorded Interviews)</p> <ul style="list-style-type: none"> Now rolled out. No problems reported. <p>Over 18s files retention</p> <ul style="list-style-type: none"> JR, LS, AM and RM all noted that their Localities have backlogs of >18s files, and do not have resources to deal 	30/11/19	PA

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	<ul style="list-style-type: none"> All email addresses will change when SCRA moves to secure email blueprint. This will be implemented by March 2020, when 'gsi' is phased out. Some areas of practice still need to be tested (e.g. SPR2s) - likely to be done by end November. From start of December, we will start informing partner organisations BK asked if any Localities would volunteer to take part in testing. IG Leads to respond to BK. <p>Lessons Learned Briefing</p> <ul style="list-style-type: none"> I&R team to produce Lessons Learned Briefing sheet for next meeting, inc. outcomes of ICO investigations. 	<p>From 01/12/19</p> <p>01/11/19</p> <p>31/12/19</p>	<p>All</p> <p>IG Leads</p> <p>GH/CC</p>
4.	<p>Update on breaches</p> <ul style="list-style-type: none"> Low risk – not all Localities have submitted returns for September. AH to email Glasgow Locality for its return. Discussion as to why Glasgow not reporting cause of low risk breaches. AH to have 'off-table' discussion with Glasgow Locality and its SOM about this. AH asked for views from Localities on how useful the low risk recording is. Mixed response. Most do not use but there were suggestions that it could be made more useful e.g. by including 'trusted party' breaches rather than these having to be reported through the breach procedure. AH agreed Localities to continue using low risk spreadsheet and submitting returns. I&R team and AH to consider impact of stopping low risk breach recording e.g. with ICO and ARC vs. operation impact. To produce paper for discussion at next IG Leads meeting. 	<p>25/10/19</p> <p>31/10/19</p> <p>31/12/19</p>	<p>AH/PH</p> <p>AH</p> <p>AH/I&R</p>
5.	<p>Panel Member addresses on plastic envelopes - disposal</p> <ul style="list-style-type: none"> KC had raised question about how these should be disposed of. Range of practice shared. Some Localities put responsibility to Panel Members to dispose of the envelopes; others use black marker pens to obscure addresses -'Hide It' machine recommended as it completely covers address; others cut addresses out, with some putting in Shred-It bin. AH agreed that Localities should use whatever is easiest for them. 		
6.	<p>Who Cares? research on privacy and participation</p> <ul style="list-style-type: none"> Deferred to next IG Leads meeting 	Jan 2020	IK
7.	<p>Update on breaches reported to ICO and complaints to ICO</p> <ul style="list-style-type: none"> ICO has recommended that SCRA monitors its processes for sending out papers and correspondence. SCRA to go back to ICO to ask for clarification on how this monitoring should be done. 	01/11/19	SE/GH

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	<ul style="list-style-type: none"> All Localities to produce information on their processes. I&R team to produce a form for Localities to complete to do this. ICO has also recommended that SCRA contacts the unintended recipient to get confirmation that they have not shared the information. Agreed that this would not always be appropriate. I&R team to produce guidance and a form for Localities to use. 	30/11/19 30/11/19	IG Leads /I&R team I&R team
8.	Information sharing guidance <ul style="list-style-type: none"> SE is revising this. All Localities to provide scenarios to SE to be included in the guidance. 	01/11/19	IG leads/ SE
9.	Multi-agency audits – sharing SCRA case information <ul style="list-style-type: none"> To be included as a scenario in the Information Sharing Guidance (above) Current general practice (and current SCRA guidance) is that information cannot be shared without consent. Issue has arisen in East Ayrshire where informed consent is not being sought. AH agreed that (until revised guidance is available) there should always be consent from families for their personal data to be shared for this purpose. 	01/11/19	SE
10.	SCRA new email domain <ul style="list-style-type: none"> Covered in item 3. 		
11.	Update on training <ul style="list-style-type: none"> IG Leads reminded to inform CC of new starts to receive GDPR training. GH gave an update on the development of the data protection refresher e-learning. This is compulsory as it is an ICO requirement. Training will be available by mid-November. GH asked for all staff to complete it by end 2019. 	On-going 31/12/19	ALL ALL
12.	Examples of good locality practice or issues arising <ul style="list-style-type: none"> AH asked everyone to think of good practices for next meeting. 		
	Date of Next Meeting Mid January 2020 – date tbd – Ochil House, Stirling @ 13:30		