Scottish Children's Reporter Administration
Minute of Information Governance Leads held on
Tuesday 24th August 2021 via Microsoft Teams

Present: Alistair Hogg (Chair), Gillian Brown (for Donald Lamb), Angela Mitchell, Janet Robertson, Paul Harkness, Jacqui Stephen, Gwen McNiven, Helen Etchells, Stephen Eodanable, Vicki Ritchie, Gill Short, Gillian Henderson, Bruce Knight, Helena Watson, Jan McKenzie (for Kelly Campbell), Douglas Cameron (item 4)

		Timescale	Action
1.	**Apologies** Ed Morrison, Brian Kennedy-McCrea, Kerry-Ann Kean, Nicola Baird, Colette Cairns		
2.	**Any other Business** **Papers for solicitors** PH – asked if we should consider reviewing our current approach to providing papers to solicitors and revert to previous policy of asking them to obtain papers from their clients. This would reduce times information is sent thus reducing risk of ND breaches. GS noted that SCRA has no legal obligation to provide solicitors with papers and this is a matter for Localities. SE advised that if papers are being provided to solicitors then they should always be emailed securely and that ICO test for sharing information is that it is reasonable. Agreed that this would be matter for new ND Group to consider in so far as it relates to ND(see item 7).	**Sept 2021**	**AH**
3.	**Minutes of last Meeting (25 May 2021)** Minutes agreed as being accurate. Matters arising: • **Pastoral care notes for proof proceedings** – on-going action for SE to speak to GCC about progressing an undertaking between SCRA and GCC. • **Providing papers to solicitors** – Agreed can adopt a flexible approach to sending papers if solicitor does not have a secure email address but evident that they are a solicitor and acting on behalf of a client.	**Sept 2021**	**SE**
4.	**Retention of over 18 files on CSAS** Item carried over from last meeting. DC explained that the CSAS pre-production environment has fully developed retention functionality – it nightly deletes qualifying child records and queues information in Sharepoint side for deletion. Qualifying criteria is the child's age – 18 years plus however many additional months are decided. Some staff will have permissions to flag a case for retention beyond qualifying age.		

		Timescale	Action
	Actions still to do: • Set qualifying period. • Allocate permissions to flag for retention • Switch deletion functionality on – this will be done when ETL completed which will transfer information from CSAS to reporting database. AH – UNCRC incorporation into Scots law awaiting outcome of Supreme Court challenge. Likely will mean that SCRA will need to retain cases till 19 years, but need to wait for outcome of challenge to decide this. Need to refine criteria for exceptional cases to be retained. But the need to retain should be the exception. GS – everybody needs to work to same retention rules, and record should be kept on reasons for retention. SE - A new retention policy will be drafted which will include exception criteria. Suggested that the IG Team take responsibility for deciding which cases are retained, setting flag, and keeping list of these cases. In other words – exception retention could be managed centrally by IG Team and not by Localities. DC - explained that when a deletion is made, a system reference (or 'stub') is retained for a short period for audit purposes. There is also 're-cycle bin' in Sharepoint which holds information for 90 days (period set by Microsoft). This information could be retrieved by an administrator, so is still held by SCRA. SE will explore consequences of this with ICO and will be added to new retention policy. GB - raised that there around 4,000 Records of Proceedings in CSAS that are not linked to a child. Initial examination is that they are >18s. These records could be accessed in a search in Sharepoint. AH – agreed that this needs to be dealt with.	**Tbd** **Sept 2021** **Oct 2021**	**SE** **SE** **GB, DL, DC**
5.	**6 monthly IG report for Audit & Risk Committee** GH gave a brief overview of the report for the ARC meeting on 26th August. Highlighted increase in numbers of breaches between April and July 2021 and the breaches reported to ICO.		
6.	**ICO investigation** SE - updated on current ICO investigation on a ND breach. SE has spoken to ICO investigating officer who gave a degree of reassurance about outcome. Since then, SE has had to update ICO that the data subjects have made a compensation claim to SCRA.		
7.	**New Non Disclosure Group** AH – updated on a new group he is setting up to review how ND is managed in SCRA. He had invited LRMs to give nominations.		

		Timescale	Action
	The first meeting will be on 1st September. It will consider an analysis of the last two years of SCRA ND breaches. AH agreed to circulate this to IG Leads. The ND Group will report to next meeting of IG Leads	**Aug 2021**	**AH**
8.	**Audit of Ayrshire ND breaches** GH and SE have been invited by Ayrshire LMT to carry out an audit of ND breaches. This will involve speaking to all staff - to understand the issues and how these can be addressed. The learning from this will be applicable across SCRA, and a report will be shared with the new ND Group and IG Leads.	**Oct 2021**	**GH & SE**
9.	**Training** GH - The last two sessions of the **GDPR refresher training** are on 1st and 7th September, both at 10.00. Some staff have still not booked. IG Leads asked to remind staff to book onto one of these sessions (if they haven't already).	**Aug 2021**	**All**
	Non Disclosure training for 2021-22 will be developed from the learning from the Ayrshire ND audit and outcomes of the new ND Group. .	**Nov 2021**	**GH &SE**
10.	**Care Inspectorate – provision of information from SCRA to joint inspections** SE – The new approach has been agreed with the Care Inspectorate. SCRA will provide information (that is unique to SCRA) directly to the Care Inspectorate. This can be done centrally by the IG Team.		
11.	**Examples of good locality practice or new risks** None identified		
12.	**Next meeting: Tuesday 23rd November 2021 at 13:30** **AH thanked everyone for their attendance today**		