



INFORMATION MANAGEMENT GROUP (IMG) – REMIT

INTRODUCTION

The remit of the Information management group (IMG) is to identify and maintain high quality information assets and to share these assets in accordance with current data protection legislation and best practice.

To monitoring/progress and report to CMT any issues considered by the group to represent an information management threat or potential threat to the Council via the Senior Information Risk Officer (SIRO).

All Council divisions shall be represented in the group structure. Divisional chairs shall represent their respective divisions at the main group meetings and host divisional meetings.

AIMS OF THE GROUP

The aim of the Information management group shall be;

- To develop an Information Management culture that ensures that data and information used by the Council is fit for purpose and meets the needs of the business.
- That the councils “Information Assets” are identified, managed, developed and protected in line with common standards and best practice. And that;
- Divisions take the responsibility for managing and maintaining their information in line with the agreed best practice.

ESSENTIAL CHARACTERISTICS OF MIDLOTHIAN’S INFORMATION MANAGEMENT GROUP

- Establishing common principles & guidance for Information management including information sharing across the Council.
- Adopt best practice & guidance offered by ICO & other governing bodies
- Develop Information management principles and supporting Corporate data standards to be used and supported by all Divisions(including Data quality) e.g. Corporate address Gazetteer, Citizen Account and other Corporate data sets
- Review and keep abreast of National & Local Initiatives

- Divisions will nominate & appoint an Information officer (& sub if required)
- Support and develop within the Divisions – common standards for managing and maintaining quality Information assets by following good practice.
- Improve awareness and overall understanding of Information Management across the organisation.
- Assist in the formation of common policy and procedural documents e.g. Non Disclosure agreements and other such compliance documents
- It should focus on generic and corporate risk exposures which are best mitigated by general consensus and corporate solutions.
- It must be 'staffed' by employees who have sufficient standing in, and a strong knowledge of, the divisions they represent.
- Delegates must have the ability to report from, and back to, Divisional Management Teams.
- The group will meet regularly, to discuss current issues and work towards completion of the current group action plan.
- All delegates must make a point of good attendance, or send substitutes
- All delegates must think corporately and not just about their own services/divisions
- Significant results, or issues that require 'board level' direction, should be reported to the Corporate Management Team via the SIRO.
- The Group should be able to co-opt expertise as and when required
- The agenda should be responsive to key areas of the Council's operation and management of change
- Lastly, the Group should have the authority to question any level of management on their area of risk management.

OPERATIONAL BRIEF

To ensure Midlothian Council and its elected members are registered with the Information Commissioners Office (ICO) and that registrations are renewed annually.

To develop, progress and monitor a annual action plan, and record progress within the Covalent reporting system.

Monitor the information management awareness of Elected Members, Managers and the Council as a whole and suggest changes to mitigate any identified risks.

Ensure that IMG roles and responsibilities are understood across the authority

Develop and monitor key performance indicators (KPI's) and ensure that all levels of Management and Elected Members are familiar with these

Ensure that there is a framework to regulate and manage risks under five main headings:-

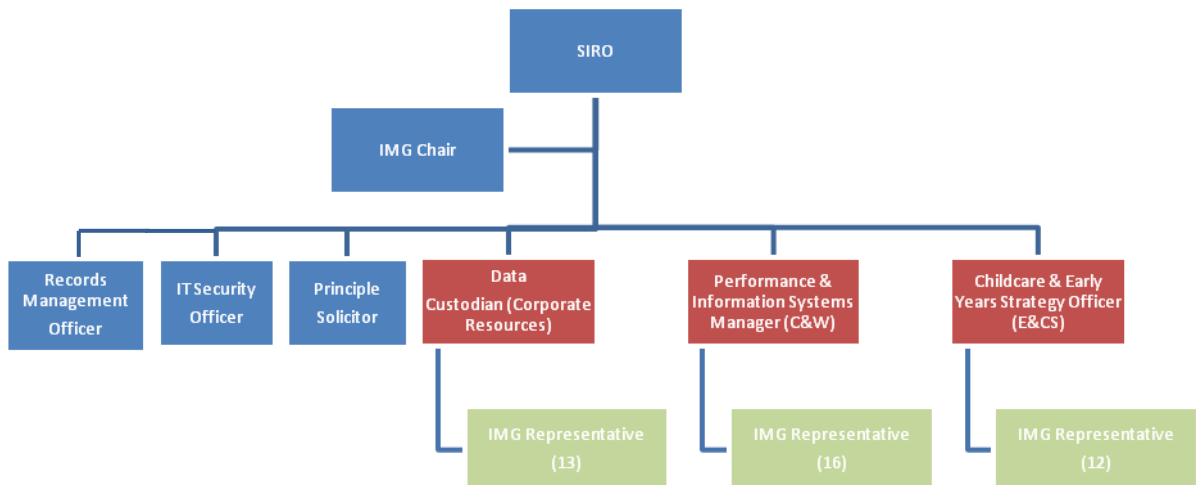
1. Data protection governance
2. Training and awareness
3. Records Management
4. Security of personal data
5. Requests for personal data (SAR's)

Improve the methods by which incidents are reported and analysed including 'near misses'

Liaise with, and report to, Divisional Management Teams, Corporate Management Team, the Contingency Planning Group and any third party organisations.

The group will maintain a resource repository on the Council [Intranet](#) and the Corporate Network.

STRUCTURE OF THE GROUP



For full group membership and contact details please click [here](#).

Meetings

The Main group will meet on a bi monthly basis and will be chaired by the IT Business Services Manager, with the Council SIRO in attendance.

The three divisional groups (Corporate Resources, Education & Children's Services and Communities & Wellbeing) will also meet on a bi-monthly basis and will be hosted by the appropriate divisional chair.

Meeting minutes for all IMG & Divisional (DIMG's) meetings can be found on the IT Services Customer portal located here:- [IMG & DIMG Minutes](#)

IMG Reps unable to attend meetings should send a deputy when possible.

Information Management

The latest information Management on the Councils Information management policies and procedures, awareness and top tips can be found on the Councils Intranet located here [Intranet - Information Management](#)

All supporting Information Management documentation can be found in the Project folder located here: [P:\Other\Information Management](#) authorised access is required into this project folder area.

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Updated April 2013