

## Appendix A

### Summary ICO audit action plan

Training		Implementation date
1	Assign Information Management Group responsibility for monitoring training provision and ensure adequate monitoring arrangements are in place.	By January 2016 <b>Completed</b>
2	Review the Training Strategy and develop a needs based training matrix	By December 2015 <b>Completed</b>
Policy		
3	Review the Information Managements and Data Quality Policy and amend as necessary	By March 2016 <b>Completed</b>
4	Produce and adopt a Subject Access Request Policy and ensure it is well communicated to staff.	By January 2016 <b>Completed</b>
5	Update Data Protection Policy to reflect Subject Access Request procedure and Data Sharing requirements	By March 2016 <b>Completed</b>
6	Finalise the Information Asset Register and Retention Schedule	By January 2016 <b>Completed</b>
7	Agree Key Performance Indicators for response times to Subject Access requests and formalise a monitoring process	By January 2016 <b>Completed</b>
8	Produce and agree a Data Sharing process and ensure it is well communicated to staff	By March 2016 <b>Completed</b>
9	Review all existing Data Sharing agreements to ensure compliance with Policy including within the MASH	By March 2016 <b>Completed</b>
10	Update the Privacy notice on the Council's website to clarify when the Council may share information with third parties	By November 2015 <b>Completed</b>
11	Develop a process for undertaking Privacy Impact Assessments.	By January 2015 <b>Completed</b>

12	Develop a process for responding to information requests outside formal data sharing arrangements	By January 2016 <b>Completed</b>
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