

Progress in delivering IG Action Plan (2019/20) to Q2 (September 2019)

Ref:	Action	Deadline	Status	Comments, Progress & Result Update
1.1	Governance - Revise NCC Information Strategy to align with the delivery of the Council Plan (2017 – 2021). Subject to confirmation of fit with Business Intelligence Strategy & Enhancing Customer Experience by Digital Development Programme.	June 19	Deferred	Deferred to take account of / align with the Improving Customer Experience through Digital Development Programme and emerging business intelligence requirements and to tie in with next Council Plan, if appropriate.
1.2	Governance - Review key policies in line with organisational learning, enforcement action, case law and good practice.	June 19	Complete	Review complete, sign-off by Monitoring Officer under delegated authority from Policy Committee.
1.3	Audit and Quality assurance			
1.3.1	Design and populate a single register of information systems used by NCC*	July 19	Partially complete	Delivery via Apps Catalogue scope and detail expansion.
1.3.2	Design and implement 2019/20 data security and protection spot check inspection programme*	July 19	Complete	Methodology agreed by IGB Sept 19. First spot check completed.
1.4	Training & Awareness			
1.4.1	Data Security and Protection training needs analysis & training plan*	June 2019	Complete	Approved by IGB June 19.
1.4.2	Design and deliver induction training on information governance	July 19	Partially complete	Material drafted, e-learning designed awaiting release.
1.4.3	Design and release initial One Minute Guide (short guides making policies and procedures more accessible for staff).	July 19	Partially complete	Several OMGs drafted, sequencing of release needs to be planned and tie in with intranet refresh.
1.5	Governance, Audit and Quality assurance			
1.5.1	Complete and validate register of Surveillance Cameras / CCTV systems	April 2019	Complete	Register designed and populated.
1.5.2	Undertake an exercise with Information Asset Owners / Managers to validate the Council's Information Asset Register	June 19	Partially complete	Validation questionnaire released in July.

2.1	Governance, Audit and Quality assurance			
2.1.1	Data Protection by Design and Default Procedure (to include pseudonymisation requirements) to be developed and approved*	Sept 2019	Partially complete	Draft complete. To be considered for approval by IGB Sub-Group Oct 19.
2.1.2	Design methodology pseudonymisation / anonymization / de-identification controls audit and undertake audit*	Sept 2019	Partially complete	Audit method to be included in procedure. Audit to be undertaken Nov 19.
2.1.3	Data Quality Procedure to be developed and approved. Data quality audit(s) undertaken*	Sept 19	Partially complete	Data quality audits of Mosaic undertaken, outcome to be reported to SLTs in Oct 19. Procedure drafted, to be considered by IGB Dec 19.
2.2	Training - design and deliver Surveillance Cameras / CCTV training for systems owners.	Sept 19	Complete	Materials drafted. Training held Sept / Oct 2019.
2.3	Performance – design Information Governance performance dashboard	Sept 19	Complete	Released to IGB Aug 19.
2.4	Compliance – to design more proactive means for imparting privacy information to individuals	July 2019	Complete	Short form privacy notice issued and being adopted.

* Required as part of the DSP Toolkit Action Plan agreed by NHS England.