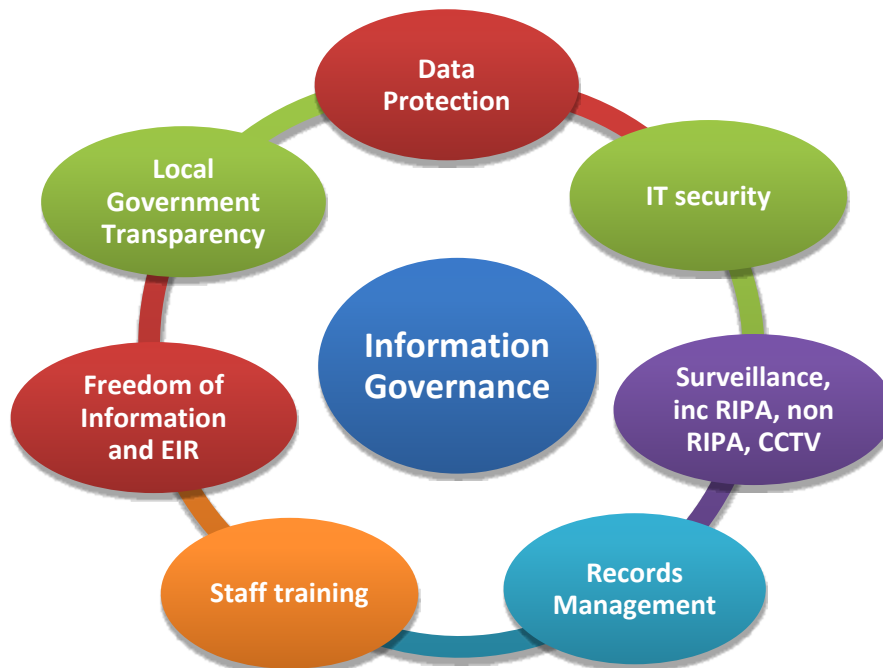




Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## Hinckley & Bosworth Borough Council Information Governance framework 2016 – DRAFT



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### Overview

The Information Governance framework sets out the way this council handles information, in particular, the personal and sensitive data relating to our customers and employees. The framework determines how we collect and store data and specifies how the data is used and when it can be shared.

Our Information Governance Officer provides guidance to the council and individuals to promote awareness and ensure personal information is processed legally, securely, efficiently and effectively.

The Information Governance framework includes:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Records Management
- IT information security
- Surveillance, inc RIPA
- Staff training

### Data Protection Act 1998

The Data Protection Act aims to protect personal information about a living, identifiable person and applies to data in paper and electronic format.

We have a statutory duty to comply with the requirements of the Act as we collect data about customers when conducting our business. The council is also required to

produce a privacy notice explaining how information is collected, processed and potentially shared.

Information about your rights under Data Protection can be found on our site or by calling the Information Governance Officer on 01455 255745.

## **Freedom of Information 2000**

The Freedom of Information Act 2000 came into force on 1 January 2005 and provides the public with a general right of access to official information held by this council. All requests must be in writing and we will aim to supply the information to you within 20 days, unless there is an exemption or a fee to pay.

## **Environmental Information Regulations 2005**

Information about the environment and its features, what we do to it, and how we administer it:

Topics covered by the regulations:

- The state of the elements of the environment (air, atmosphere, water, soil, landscape, natural sites and ecology, biological diversity, genetically modified organisms)
- Factors such as substances, energy, noise, radiation, emissions, discharges and other releases into the environment
- Policies, plans and measures which affect these areas, together with many of the supporting papers such as reports and analyses
- The state of human health and safety in relation to the environment (e.g. the food chain), cultural sites and built structures affected by or affecting the environment

## **Records Management/Information Asset Register**

Records Management is governed by a number of laws and regulations, several of which concern Data Protection and Freedom of Information.

Records management is the practice of maintaining records safely from the time they are created for council business activities, during retention and up to their eventual disposal. This includes classifying, storing, securing, destruction and in some cases archival preservation of records. A record can be on paper, digital or a physical object.

In line with records management at this council, we are currently establishing an Information Asset Register.

## **Information Security**

Information Security is delivered by both technical solutions and organisation policies. This includes Firewalls, Antivirus Protection, Intruder Detection Systems, User Passwords and Access Control. In addition, staff accessing data are required to adhere to Information Security Policies including

- a) Information Security Policy
- b) Security Incident Policy
- c) Email Management Policy
- d) Starters and Leavers Policy
- e) Controlled Access Policy
- f) Disposal Policy
- g) Acceptable Use Policy
- h) Flexible Working Policy
- i) Removable Media Policy
- j) Third Party Support Policy
- k) Password Policy

## **Local Government Transparency Code**

We are committed to being open and transparent about how we work, our decision making processes and the services we provide. Central Government introduced the code to establish a clear framework of information that local councils should publish.

Under the code we will publish data at regular intervals, either quarterly or annually.

### **Quarterly**

- Expenditure exceeding £500
- Government procurement card transactions
- Procurement information - including invitations to tender and payments over £5,000

### **Annually**

- Local authority land
- Social housing assets
- Grants to voluntary, community and social enterprise organisations
- Organisation chart
- Trade union facility time - awaiting figures
- Parking account
- Parking spaces
- Senior salaries
- Constitution
- Pay multiple
- Fraud

## **One-off**

- Waste contracts

## **Surveillance; including RIPA**

The Regulation of Investigatory Powers Act (RIPA) is legislation governing the use of covert techniques by public authorities. If we need to use covert techniques to obtain private information about someone, we do it in a way that is necessary, proportionate, lawful and compatible with the Human Rights Act.

We will only use RIPA for cases that involve crime. It applies to a wide-range of investigations in which private information might be obtained. We are required to obtain an approval from a magistrate before starting a surveillance investigation.

There are cases where overt surveillance may be needed; this will go through a strict process of authorisation and proportionality.

## **Staff training and officers at this council**

All members of staff have completed Data Protection training and will receive regular updates.

Members of staff are aware that as the sender of data, this council will be responsible and accountable for how that data is handled and transmitted. If the agreed process, as defined by the DPA 1998, is not followed, any loss of data may leave an individual open to potential disciplinary action.

## **Further information and enquiries**

Hinckley & Bosworth Borough Council's strategic Officer is Julie Kenny, Chief Officer, Corporate Governance & Housing Repairs. The Information Governance Officer is Helen Rishworth 5745.

This policy document will be updated/amended as necessary to reflect changes in legislation and best practice. This overview policy leads the Information Governance framework as a whole.