



RUCKINGE PARISH COUNCIL

Information Governance Framework

1. Introduction

Ruckinge Parish Council recognises information as an important asset in the provision and effective management of services and resources. It is of paramount importance therefore that information is processed within a framework designed to support and enable appropriate Information Guidance.

Information Guidance is a set of multi-disciplinary structures, policies, procedures, processes and controls implemented to manage information at an organisational level, and designed to support regulatory, legal, risk, environmental and operational requirements.

2. Aim

The aim of this policy is to outline an information governance framework that ensures Ruckinge Parish Council:

Treats information as a valuable asset;

Maintains compliance with relevant UK and European Union legislation, for example the Data Protection Act 1998;

Has in place policies, procedures and guidelines designed to support appropriate information handling and management.

Demonstrates organisational commitment by setting out roles and responsibilities of staff;

Has in place appropriately trained Information Guidance staff available to provide advice and support to the Council.

3. Scope

This policy applies to:

All information, regardless of format, processed by Ruckinge Parish Council;

All information systems operated or managed by Ruckinge Parish Council;

Any individual processing information held by Ruckinge Parish Council;

Any individual requiring access to information held by Ruckinge Parish Council.

Objectives

This policy requires a Ruckinge Parish Council Information Guidance framework which is multi-disciplined in its approach and seeks to achieve the following objectives:

Obtains information fairly and lawfully;

Records information accurately and reliably;

Holds information securely;

Shares information appropriately and legitimately;

Supports the delivery of services.

4. The Information Governance Framework

When processing information there are a number of legal obligations placed upon Ruckinge Parish Council which will inform the way information governance is applied. In addition there are a variety of standards, principles and best practices which have been adopted to improve the way Ruckinge Parish Council handles information. Ruckinge Parish Council shall seek to achieve and maintain compliance with:

The Data Protection Act 1998;

The Human Rights Act 1998;

Freedom of Information Act 2000;

Local Government Act 1972;

Information security management systems – ISO/IEC 27001:2013.

To further support the Information Guidance framework Ruckinge Parish Council shall develop and maintain a number of local policies which support and embed information processes. The key policies are:

Data Protection Policy;

Freedom of Information Policy;

Information sharing Policy;

Records Management Policy;

Information Security Policy.

5. Training and Awareness

Ruckinge Parish Council acknowledge that training and awareness plays an important part in creating a culture which takes Information Guidance seriously. Therefore Ruckinge Parish Council shall ensure:

Mandatory Information Guidance training is in place and accessible to every member of staff;

6. Compliance

All Council employees have a contractual responsibility to be aware of and conform to the Council's values, rules, policies and procedures. Breaches of policy may lead to the employee going through the Council's disciplinary procedure in accordance with the Code of Conduct and the Council's disciplinary policy and procedure.

Individuals who are not Council employees and who fail to comply with the Council's policies may have their access to Council information revoked and such action could have an impact on contracts with third party organisations.

7. Policy review

This policy will be reviewed on an annual basis.