

IJB33. Information Governance Assurance Report 2020-2021

The Integration Joint Board considered a report by the Information Governance Manager which sought to provide assurance to the IJB regarding the arrangements for information governance.

The IJB was subject to the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. The IJB itself received very few FOI requests, and most of these related to information held by one of the partners, as a result the IJB was only able to provide information for one request.

The IJB made information available to the public on a proactive basis by publishing a Guide to Information, based on a Model Publication Scheme issued by the Scottish Information Commissioner. This was last reviewed in March 2021 and would be reviewed again when there were any changes to the Model Publication Scheme.

The IJB was subject to data protection legislation and paid a small annual fee to the Information Commissioner's Office by way of notification that it was a data controller. However, the IJB processed minimal personal data (primarily information about its members, and details of anyone making information requests or complaints). By contrast, its partners hold a huge amount of personal data about employees and service users/patients. The IJB received no Subject Access Requests in the relevant period.

Certain public authorities were required to prepare and implement a records management plan which must set out proper arrangements for management of its records. The plan must be broken down into 15 key elements and must be submitted to the Keeper of the Records of Scotland. The IJB held limited records in its own right but had an interest in ensuring its partners were properly managing their records relating to integrated services in line with their approved plans. The IJB submitted its first plan to the Keeper in March 2020. The Keeper's assessment of the plan was available on the National Records of Scotland website.

Decision

The Integration Joint Board noted the Information Governance activity for the year 2020/2021.