



Hinckley & Bosworth
Borough Council

Hinckley & Bosworth Borough Council

Information Governance Framework 2018



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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 2018 & The General Data Protection Regulations (GDPR)
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Records Management
- IT information security
- Surveillance, inc RIPA
- Staff training

Data Protection Act 2018 & The General Data Protection Regulations (GDPR)

Data Protection legislation 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 both the Act and GDPR 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.

For more information about our privacy notice and information about your rights under Data Protection law, visit www.hinckley-bosworth.gov.uk/privacy (opens in a new window or tab) or by calling the Information Governance Officer on 01455 255745.

Freedom of Information Act 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 working 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, biological diversity), genetically modified organisms, natural sites and ecology)
- 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 (for example - 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 | g) Acceptable Use Policy |
| b) Security Incident Policy | h) Flexible Working Policy |
| c) Email Management Policy | i) Removable Media Policy |
| d) Starters and Leavers Policy | j) Third Party Support Policy |
| e) Controlled Access Policy | k) Password Policy |
| f) Disposal 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 (secret) 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 (open) 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 data controller, this council will be responsible and accountable for how that data is handled and transmitted. If the agreed process, as defined by GDPR, 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 Faye Biddles, extension 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.