



---

## Information Governance Policy

### Change History

Version	Date	Description	Author
1.0	09/06/2011	Draft	Raz Bassi, Information Governance Officer, Communities (Adults)
1.1	15/08/2011	Draft to be reviewed by the Caldicott Guardian before CDMT	
1.2	21/02/2012	First draft for Corporate review	
1.3	21/03/2012	Amendments to draft following feedback from ICO project group	Charlotte Johns, Head of CSIU
1.4	11/12/2012	Revised following IGB submission and review by Audit	
2.0	18/12/12	Policy approved by Cabinet (Resources) Panel	

**Contents**

- 1 Introduction ..... 3
- 2 Purpose..... 3
- 3 Objectives ..... 3
- 4 Scope..... 3
- 5 Legal, Regulatory and Standards..... 4
- 6 Responsibilities ..... 4
- 7 The Information Governance Framework..... 4
  - 7.1 Management Arrangements ..... 4
  - 7.2 Training and Awareness ..... 5
  - 7.3 Documented Procedures ..... 5
  - 7.4 New and Changed Systems..... 5
  - 7.5 Process Implementation - Monitoring and Compliance ..... 5
- 8. Review ..... 5

## **1 Introduction**

Information is a vital asset, both for the provision of services and for the efficient management of services and resources. Without it informed, substantiated decisions cannot be made. It is of paramount importance that information is efficiently managed and that appropriate standards, policies and procedures provide a robust governance framework for information management.

## **2 Purpose**

The purpose of this document is to outline an information governance framework that ensures Wolverhampton City Council: -

- Meets its legal obligations for the effective management of information,
- Recognises the key enabling role of information in supporting the achievement of council objectives
- Ensures that information is treated as a valuable asset.

## **3 Objectives**

Wolverhampton City Council will define an Information Governance Management Strategy. This will set out the strategy for the implementation of the Information Governance Framework outlined in this policy to ensure that the Council:

- Holds information securely and confidentially
- Obtains information fairly and efficiently
- Records information accurately and reliably
- Uses information effectively and ethically
- Shares information appropriately and lawfully

The framework will also seek to ensure that information is available to support service improvement, transparency and openness, accountability, and open data initiatives.

## **4 Scope**

The scope of this policy will apply to:

- All information held and used by Wolverhampton City Council
- All information systems operated or managed by Wolverhampton City Council
- Any individual using information held by Wolverhampton City Council
- Any individual requiring access to information held by Wolverhampton City Council

This policy should be read in conjunction with the:

- Data Protection Policy
- Records Management Policy
- Information Security Policy
- Freedom of Information Policy

## **5 Legal, Regulatory and Standards**

There are a number of legal obligations placed upon the authority for the use and security of information held by the organisation as well as a number of standards and best practice guides. The term Information Governance encompasses the following areas:

- Data Protection Act 1998, Privacy and Confidentiality Law and Information Sharing Best Practice
- Freedom of Information Act 2000
- Records Management Best Practice and Standards and Copyright Law
- Information Security and Information Risk Standards
- Information Quality Assurance Best Practice

## **6 Responsibilities**

The Information Governance Board is responsible for the implementation of this policy and the information governance framework outlined within it. Specific responsibilities are allocated in the core information governance policies.

## **7 The Information Governance Framework**

The framework includes the Information Governance areas already referred to above, i.e: -

- Freedom of Information and Openness.
- Data Protection and Confidentiality.
- Records Management (including copyright law).
- Information Security and Risk Management.
- Information Quality.

For each area the following processes are required to be in place to complete the information governance framework.

### **7.1 Management Arrangements**

For each IG area within the framework there will be a top level policy setting out the Council's rules, requirements and responsibilities in order to meet legislative and best practice standards. These policies will be supported by more specific policies and procedures where these are required.

The Information Governance Board will be responsible for the Information Governance Strategy, agreeing policies, agreeing implementation methods and improvement plans. It will also be responsible for ensuring that the processes listed below are put in place.

## **7.2 Training and Awareness**

Each IG area will have a planned approach to training and awareness for all policies and procedures that are agreed and implemented within the framework. These should be role based, regularly assessed and equip each trainee with the knowledge and skills to fulfil their responsibilities.

## **7.3 Documented Procedures**

There will be documented procedures to support agreed policies. These will specify any operational instructions required to ensure compliance with legislation and standards.

## **7.4 New and Changed Systems**

There will be mechanisms to ensure that information governance issues are considered for all new and changed information system or deployment of ICT. The issues arising will be documented and assessed using information risk management methods where information assurance is identified as an issue.

## **7.5 Process Implementation - Monitoring and Compliance**

There will be a timely and effective monitoring, reporting and compliance regime to support the assessment of process effectiveness.

## **8. Review**

This policy will be reviewed annually or when required by any changes in legislation, regulations or business practice.