

Scottish Information Commissioner
Minutes of the Monthly Senior Management Team Meeting
29 March 2022 – by video conference

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly meetings, unless he considers, at the time of publication, that the minutes and/or papers are exempt from disclosure under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (FOI law). Where minutes or documents are not published, the minutes will make it clear why not.

Under FOI law, everyone has the right to request any information held by the Commissioner. This includes minutes or papers which have not been published. If you want to request copies of minutes or documents which haven't been published, make a request (in writing, by e-mail or in any other recordable form) to:

Scottish Information Commissioner, Kinburn Castle, Doubledykes Rd, St Andrews, Fife, KY16 9DS

Tel: 01334 464610

Fax: 01334 464611

enquiries@itspublicknowledge.info

Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Head of Enforcement - Margaret Keyse (MK)
 Acting Head of Policy & Information - Claire Stephen (CMS)
 Finance and Administration Manager – Kim Berry (KB) (Minutes)
 Finance and Administration Manager - Liz Brown (LB)
 Robin Davidson, Head of Information Governance and Data Protection
 Officer (DPO), Scottish Parliament

Apologies:

Details	Action By	Target Completion Date	Publish Yes / No	Comments
---------	--------------	------------------------------	------------------------	----------

1. Minutes, action points update and matters outstanding

<p>1.1 Review of minutes – 23/02/2022</p> <ul style="list-style-type: none"> ○ The minutes were approved and will be published with the relevant papers. <p>1.2 Action points update</p> <ul style="list-style-type: none"> ○ No action points outstanding <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> ○ No matters outstanding 			Yes	
---	--	--	-----	--

2. Operational Plan 2021-22 – Monitoring Report

<ul style="list-style-type: none"> • The SMT reviewed the Operational Plan 2021-22 Monitoring Report and agreed it could be published once an amendment is made: 			Yes	Report published in full – available here
---	--	--	-----	---

<ul style="list-style-type: none"> ○ Information Management – Project 8, Cyber Essentials Plus 2021-22 reaccreditation is complete ● HGS will update the report 	HGS	15/04/22		
---	-----	----------	--	--

3. Operational Risk Register 2021-22

<ul style="list-style-type: none"> ● The Operational Risk Register 2021-22 (ORR) was reviewed and updates agreed ● HGS will update the ORR following the review 	HGS	15/04/22	No	Operational Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
---	-----	----------	----	---

4. Internal Audit – UK GDPR and data protection compliance (the Report)

<ul style="list-style-type: none"> ● Robin Davidson, DPO attended the meeting and provided feedback on the Report. <ul style="list-style-type: none"> ○ The SIC holds a comprehensive record of their data assets and has templates, guidance and policies in place. ○ The Report provided a clean bill of health and confirmed that staff are very well trained in data protection and the processes reflect good practice. ○ Robin has no concerns from a data protection point of view. ○ Discussion took place regarding maintaining security of paper records with hybrid working. The SIC already has protocols in place which will be reviewed when moving into a hybrid working environment. ● The SMT noted the CR and agreed the recommendations: <ul style="list-style-type: none"> ○ SMT formally acknowledge receipt of the Report and the findings set out in the Report ○ The SMT note the Management Action set out in the Report. ● The publication recommendations were agreed 			Partial	CR published in full Internal Audit Report withheld s30(b)(ii)
---	--	--	---------	---

5. Recruitment – Corporate Services Team

<ul style="list-style-type: none"> • DF approved the: <ul style="list-style-type: none"> ○ Business case for recruitment on an Administrator ○ Selection Panel recommendation • The publication recommendations were agreed 			Yes	CR published in full
--	--	--	-----	----------------------

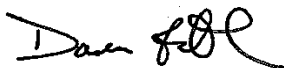
6. Recruitment - Enforcement

<ul style="list-style-type: none"> • DF approved the: <ul style="list-style-type: none"> ○ Business case for the recruitment of two full-time, permanent FOIO(E)s ○ Selection Panel recommendation • The publication recommendations were agreed 			Yes	CR published in full
---	--	--	-----	----------------------

7. AOB

No AOB			N/A	
--------	--	--	-----	--

Signed off by:



Date: 11/05/2022