Information Governance Web Resources

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Resource Web Link	Description/Notes
INFORMATION GOVERNANCE - GENERAL	
City of Edinburgh Council report on Information Governance Strategy	A nice example of how information security, data protection and records management can be pulled together under a single strategy
Model Records Management Plan and Guidance	This is provided to help Scottish public authorities comply with the Public Records (Scotland) Act but the approach is seen by many as a good model for all organisations trying to improve control of their information and records
Retention Schedule Guidance including Housing Association Sector Route Map	Scottish Council on Archives Records Retention Schedules (SCARRS) toolkit guidance
26 Schedules organised by Scottish Local Authority business functions… including Housing	Scottish Council on Archives Records Retention Schedules (SCARRS) toolkit – includes Housing, Property Management and common back office functions eg HR, Finance and Management
Presentation on solving shared drives How to clean up files for better info mgmt Organising and maintaining shared drives	Guides on how to clean out and bring control to your shared drives
Information and Records Management Society	Leading UK professional organisation for information and records management. Includes a Scottish group who organise events 3 times a year.
Edinburgh University Records Management Guidance	Lots of good advice on records management is available from this hope page – applicable to all organisations.
How to manage your information	Range of guidance from the National Archives
Get Safe Online	This UK site provides a topic based range of easy-to-understand information on online safety for businesses and individuals.
A practical guide to IT security	Ideal for the small businesses, this ICO guide has recently been updated and covers the key IT security areas you need to consider to keep personal data safe
DATA PROTECTION & GENERAL DATA PROTECTION REGULATION	
How to Comply checklist	This is a basic checklist from the Information Commissioner's Office (ICO) to help identify what you need to have in place for basic

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	compliance – answers to these questions should provide a quick overview of the gaps in your current DP compliance arrangements.
Findings from UK Information Commissioner Advisory Visits to Social Housing Associations 02/14	Focusses on common issues identified by the ICO during these visits including short case studies and good practice guidance and links.
Deleting personal data	Guide from the ICO including putting data in legacy systems "beyond use"
ICO 12 Steps to prepare for GDPR	Focusses on what you can do now to prepare for the new regulation which is likely to come into force mid 2018
ICO Data Protection Reform web section	Home page of the ICO's website section on the General Data Protection Regulation including latest news
FREEDOM ON INFORMATION ACT & ENVIRONMENTAL INFORMATION REGULATIONS	
New to freedom of information?	Provided by The Scottish Information Commissioner, this page provides links to a couple of FOI prep checklists as well as presentations and resources from an event held to prepare Leisure and Cultural Trusts for complying with FOISA – reckon this is a great resource for H.A.s to get a feel for what to expect if/when they come under FOISA legislation
Self assessment toolkits	The Scottish Information Commissioner is developing range tools to help authorities assess their current practice in key FOISA areas. Two are already available - *responding to information requests on time* & *searching for, locating and retrieving info.*
What Do They Know	Provides an integrated service for making Freedom of Information requests (including under FOISA) – and a searchable archive of FOI requests (and outcomes) made through it. Includes a blog
Environmental Information (Scotland) Regulations	Information from the Scottish Information Commissioner on the EIRS – she is the regulator