REPORT TO: Meeting of the	MERSEYSIDE FIRE & RESCUE AUTHORITY POLICY AND RESOURCES
DATE:	19th NOVEMBER 2013
REPORT NO.	CFO/130/13
REPORTING OFFICER:	DEPUTY CHIEF FIRE OFFICER
CONTACT OFFICER:	DIRECTOR OF STRATEGY AND PERFORMANCE, DEB APPLETON, EXTN, 4402
OFFICERS CONSULTED:	JEAN CRIMMINS, JULIE YARE; CORPORATE INFORMATION SHARING OFFICER, INFORMATION SECURITY FORUM
SUBJECT:	REVIEW OF THE INFORMATION GOVERNANCE AND SECURITY POLICY AND ASSOCIATED SERVICE INSTRUCTIONS

APPENDIX	A	TITLE	Information Governance and Security Policy
	B		SI 0435 Data Protection Instructions
	C		SI 0437 Freedom of Information Requests and Publication Scheme
	D		SI (reference to be allocated) CCTV Use
	E		SI 0759 Destruction of Information Assets (including Protectively Marked information)
	F		SI 0687 Preparing and transferring records to storage in the archive store, Vesty building
	G		Equality Impact Assessment

ATTACHED – ELECTRONIC / HARD COPY

Purpose of Report

1.   To request that Members consider the revised Policy and Service Instructions that have resulted from a fundamental review of existing Information Governance and Security documents, taking into account new legal and best practice requirements.

<u>Recommendation</u>

2.   That Members approve the revised Policy and Service Instructions attached at appendices A to F. Following approval the Service Instructions will be subject to the internal consultation process adopted for al Service Instructions.

<u>Executive Summary</u>

A review has taken place of Policies and Service Instructions related to information governance and security to ensure that guidance related to the management of information assets is streamlined and up to date.

The outcomes are detailed in section 5 below, but in brief the following changes are proposed:

Information Governance and Security Policy – updated and a Data Quality Policy deleted
SI 0435 Data Protection Instructions – updated and incorporating new sections
SI 0437 Freedom of Information Requests and Publication Scheme – updated to incorporate new legislation
SI (reference to be allocated) CCTV Use – a merger of two existing SIs
SI 0759 Destruction of Information Assets (including Protectively Marked information) – merger with two other SIs (0675, 0146) updated and renamed
SI 0687 Preparing and transferring records to storage in the archive store, Vesty building – merger of two previous SIs
An Equality Impact Assessment has considered for the Policy and related SIs.

<u>Introduction & Background</u>

3.   Information and data are necessary for Merseyside Fire and Rescue Authority (MFRA) to comply with its statutory duties and to arrange and provide services for the citizens of Merseyside. All Members, employees, contract and temporary workers and volunteers have a responsibility to ensure that information and data are managed properly and are secure and safeguarded from inappropriate release, modification or misuse. This includes the associated supporting technology. Information Governance is the way in which we bring together all of the requirements and standards that apply to the handling of information on all media. This ensures that the organisation and individuals have information that is accurate, meets legal requirements, is dealt with efficiently and is secure.

4.   MFRA has had in place for some years a number of Policies and Service Instructions (SIs) that have been developed over time to help the Authority meet its legal obligations regarding information assets and to provide guidance to staff, Members, volunteers and contractors. In order to streamline those polices and SIs and to ensure that recent legal and best practice changes are incorporated into fewer policies and SIs a full review has taken place.

5.   A summary of the major changes can be found below:

i.   The previous **"Information Security Policy"** has been expanded to include information Governance and reference to Government Protective Security because effective management and security of information is a key part of implementing Protective Security. There will also be a separate "Protective Security Policy" presented to Members in the near future, as the implementation of the Fire and Rescue Service Protective Security Strategy is of significant importance in its own right.

ii.   An existing **"Data Quality Policy"** will be deleted as the content from that Policy has been incorporated into SI 0435 "Data Protection Instructions".

iii.   **SI 0435 "Data Protection Instructions"** has also been updated and amended to include reference to Protective Security and guidance on reporting data loss, protecting information through the use of encrypted portable devices and information disclosure and sharing. The SI also has direct references to Policies and SIs created by the ICT department, highlighting the close links between ICT and Information Governance and security.

iv.   Two SIs relating to CCTV use will be deleted (**SI 0049 "CCTV on Service Vehicles"; SI 0725 "CCTV - Dealing with requests to view images or request copies of images"**) and replaced with one new SI called **"CCTV Use"** which will provide guidance on all aspects of CCTV use by the Authority.

v.   **SI 0759 "Handling and Destruction of Confidential Waste"** will be renamed **"Destruction of Information Assets (including Protectively Marked information)"** to ensure it links with future a Protective Security Policy and Service Instructions (currently in development) and to remove the ambiguity regarding the word "confidential" which has both a common meaning and is also currently a specific Protective Marking. This SI has also been updated and includes links to records management to ensure that information is destroyed in accordance with agreed retention schedules.

vi.   **SI 0687 "Preparing and transferring records to storage in the archive store, Vesty building"** has been created by merging two previous SIs that dealt separately with preparation and transferring and contained several overlapping areas which have now been removed.

vii.   **SI 0437 "Freedom of Information Requests and Publication Scheme"** has been updated and also incorporates changes due to new legislation, the Protection of Freedoms Act 2012.

Training and Notification

6.   When the Service Instructions have been approved for publication all staff will be notified. It is planned that the Information Asset Owners will be champions for their departments and that they will help re launch the Policy and full suite of Service Instructions. In addition training is already provided to staff on a risk basis and this

will continue. To ensure that all staff receive training an e-learning solution is being considered using packages prepared by the National Records Office. There is currently no cost associated with this solution.

Equality & Diversity Implications

7.   The Equality Impact Assessment (EAI) attached at Appendix G considered the Policy and its associated Service Instructions. The outcome of the EIA included changes to the Freedom of Information and Publication Scheme Service Instruction.

Staff Implications

8.   There are implications for all staff, volunteers, Members and contractors, as all are required to comply with the Policy and SIs.

Legal Implications

9.   There are a number of pieces of legislation that are directly connected with information governance and security. These are the Data Protection Act 1998, the Freedom of Information Act 2000, the Protection of Freedoms Act 2012, the Human Rights Act 1998. Also relevant are the Common Law Duty of Confidence and the Common Law Duty of Confidentiality. The attached policy and SIs are designed to assist the Authority in ensuring compliance with this legislation.

Financial Implications & Value for Money

10.   There are no financial implications arising from this report.

Risk Management, Health & Safety, and Environmental Implications

11.   There are significant risks associated with the poor management and security of information assets, including fines of up to £500,000 from the Information Commissioner for personal data breaches. Any such fines would also carry with them significant reputational risks for the Authority. The attached Policy and SIs are designed to assist the authority in maintaining good information governance and security.

Contribution to Our Mission – To Achieve; Safer Stronger Communities – Safe Effective Firefighters"

12.   Information is an important resource, with the Authority relying on it to support all the Services provided by MFRS. A thorough approach to information governance and security is essential to ensure good management of information assets.

BACKGROUND PAPERS

List any supporting documents/evidence here

*Glossary of Terms

Please list any acronyms used within this Report and appendices, including their meaning.