**APPENDIX 1**

**ACTION PLAN**

Purpose - To further develop and strengthen the Council’s information management practices.

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| Action | Lead Officer(s) | Target Date for Completion |
| To review and update the Council’s information management / security policy | John Healey | Complete. The Council’s Information Security Policy and Records Management policy was recently updated and reviewed in March 2016. It is reviewed, along with all ICT Policies and the ICT Strategy every 3 years - due next in March 2019. |
| To provide mandatory data protection training for members and officers as part of the annual training and development plans | John Healey | 30th September 2017. We are intending to deliver this mandatory training via MILO. |
| Internal Audit to carry out a review of information management practices within the Council as part of the annual audit plan and report the results to the Council’s Governance Committee | Garry Barclay | 31st of March 2018. Agreed with the Chair of Governance that the audit will be completed in the final quarter to enable the other actions in this action plan to be implemented and embedded. |
| Provide guidance to members on the storage, use and destruction of confidential hard copy reports  | John Healey/David Whelan | 30th of September 2017 |
| Put in place systems for the retrieval and/or confidential destruction of sensitive material distributed to members | John Healey/David Whelan | 30th of September 2017 |
| To review the whistleblowing policy and promote awareness of it. | David Whelan | 30th of September 2017 |
| To review our arrangements for handling and distributing confidential data/reports and to make all necessary amendments to existing policies. | John Healey/David Whelan | 30th of September 2017 |