

ENSURE EXCELLENT, ADAPTABLE, COLLABORATIVE PUBLIC SERVICES

CORPORATE TRANSFORMATION PROGRAMME

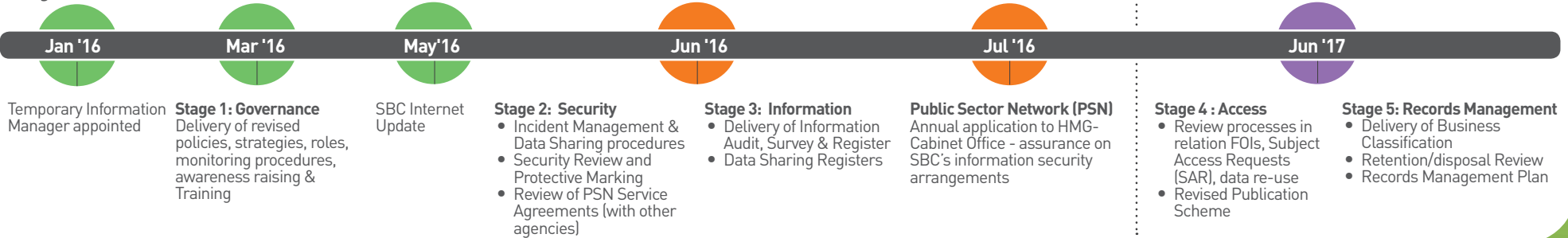
INFORMATION MANAGEMENT PROJECT

Improve the management of information across SBC by changing cultures; ensure information is seen as a valuable resource, which is kept secure, accurate and open where appropriate, to allow for effective data sharing with partners.

Benefits

- Compliance** (legal, security, best practice and sound governance)
- Improved security** of information
- Increased confidence** in SBC's management of information
- Improved information sharing** (corporately and interagency)

Key Milestones



Awaiting dates for: Information Commissioner's Office (ICO) **Publication Scheme Review** and National Records of Scotland (NRS) **Records Management Plan Submission**

Our Performance

% of recorded information:

Aim to record 100% of information held by SBC

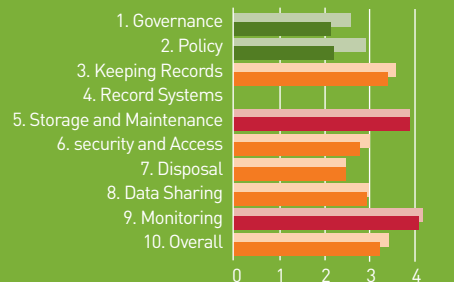
Department	% recorded pre- project	% recorded currently
Place	32	64
People	28	54
Corporate	31	38

Awareness raising:

Aim to increase awareness, using SB Learn modules: Current baselines (based on approx. number of computer users):

Data protection training: **61%**
Computer Security Training: **73%**

Reducing risks - using National Archive assessment tool (0 = no/low risk, 5 = high risk), reduce risks around information management: currently **3.2**



Programme highlights

- Information Governance Policy** has been updated with a new Risk Management Strategy being implemented and the governance structure established into business as usual.
- Training and Awareness Programme** has been reviewed at all levels including awareness raising, SBLearn, specialised training and qualifications.

