

Subject	Information Governance Update Report	Status	For Publication
Report to	Local Pension Board	Date	02/02/2023
Report of	Head of Governance		
Equality Impact Assessment	Not Required	Attached	Na
Contact Officer	Jo Stone Head of Governance	Phone	01226 666418
E Mail	jstone@sypa.org.uk		

1 Purpose of the Report

- 1.1 To provide members with an update on current information governance activity and to provide a brief update regarding the response of the Information Commissioner's Office (ICO) to our report of the data breach as set out at the last meeting.
- 1.2 A report will be provided regularly to provide assurance and monitoring of information governance across many areas of the business.

2 Recommendations

- 2.1 Members are recommended to:
- a. **Note the information governance activity undertaken to enhance processes and procedures.**
 - b. **Note the ICO response to the data breach previously reported.**

3 Link to Corporate Objectives

- 3.1 This report links to the delivery of the following corporate objectives:
Effective and Transparent Governance
- 3.2 To uphold effective governance always showing prudence and propriety.

4 Implications for the Corporate Risk Register

- 4.1 The contents of this report link to the risks around Data Protection and regulatory compliance in the corporate risk register; and set out the actions being taken to mitigate these risks.

5 Background and Options

Information Governance Activity

- 5.1 Considerable activity continues to enhance SYPA information governance. This has included IT and Cyber Security going forward. All staff have undergone refresher awareness training and all members across the LPB, and Authority have completed module 6 of the Hymans online training which includes a module on cyber security. An additional measure to ensure members' knowledge and understanding is enhanced was put in place by circulating a briefing paper from the ICT team on the arrangements in place to mitigate risks in relation to cyber security and provide information about how these risks are actively monitored and managed.
- 5.2 The Governance team are working to enhance information governance processes and procedures throughout the organisation, and regularly liaise on this with our internal auditors in a 'critical friend' capacity. A focused action tracker has been implemented and agreed with the auditors which scopes those areas that the team will focus on during the remainder of 2022/23 and agreed timeframes for implementation. Further work continues prepare a revised suite of data protection processes and procedures with the aim of launching this in early 2023/24.

Data Breach - Update

- 5.3 As previously reported to the November meeting, a data breach occurred in September 2022. Actions were taken in response to this at the time (as fully detailed in the previous report) and the breach was reported to the ICO.
- 5.4 Since the previous meeting, a response has been received from the ICO advising that no further action is required on this occasion. The ICO were content that all action had been taken and processes clearly followed. Three recommendations were suggested which were in line with the actions already planned and carried out, and that we had outlined in our report to the ICO. The ICO case is now closed.

6 Implications

6.1 The proposals outlined in this report have the following implications:

Financial	None
Human Resources	None
ICT	None
Legal	None
Procurement	None

Jo Stone

Head of Governance

Background Papers	
Document	Place of Inspection
None	-