

Memorandum of Understanding: Aberdeen City Council and Aberdeen City Integration Joint Board

Under the terms of the Public Records (Scotland) Act 2011, a number of public bodies, including Councils and Integration Joint Boards are required to submit a Records Management Plan (RMP) to be agreed by the Keeper of the Records of Scotland. The Records Management Plan must set out and evidence proper arrangements for the management of the authority's public records.

The Aberdeen City Integration Joint Board ('the IJB') creates a relatively small number of records in its own right which are listed in Appendix A. The IJB does not own or operate any ICT resources and instead uses the infrastructure of Aberdeen City Council ('the Council') for day to day management of its records.

The signatories to this agreement confirm that all records of the IJB will be held by the Council on behalf of the IJB. All records of the IJB will be subject under the terms of this agreement to all relevant policies and procedures of the Council applying to records management functions and together with any relevant data sharing agreements. The Council agrees that it will manage records held on behalf of the IJB in line with the Council's Records Management Plan. This means these records are held by the IJB rather than the Council for purposes of freedom of information legislation and, to the extent that they contain personal data, this means the IJB is the controller of that personal data and the Council acts as the IJB's data processor.

It is agreed that it is the responsibility of the IJB to ensure its office holders and members will be kept up to date with the structure and procedures applying to management of its records by means of relevant training and information sessions. The Council will keep the IJB informed as to any changes in its own records management arrangements and supporting policies, procedures and guidance.

Signed on behalf of Aberdeen City Integration by Sandra Macleod, Chief Officer, Aberdeen Health and Social Care Partnership

Signature:
Date:

Signed on behalf of Aberdeen City Council by

Signature:
Date: