

Assurance Map

Data & Insights

**First Line of Defence
(Do-ers)**

**Second Line of Defence
(Helpers)**

**Third Line of Defence
(Checkers)**

- Operational procedures and guidance notes, including consistent corporate processes for:
 - Data Protection Impact Assessment
 - Privacy notices
 - Data Protection Rights Requests
 - Incident reporting and handling
 - Information Sharing Agreement and contractual arrangements
 - Maintaining the Council's records of processing activities (Information Asset Register)
- Records Retention and Disposal Schedule
- Mandatory Information Governance Staff Training

- Effective Information Governance / DPO advice and support
- Risk Board undertakes monthly review of Information Governance Risk Register
- Information Governance Group led by Senior Information Risk Owner (SIRO) reviews Quarterly Information Governance Assurance reports
- Executive Board Structure
- Corporate Information Policy
- Data Forums

- Audit Risk and Scrutiny oversight of Information Governance including annual Information Governance Assurance Statement
- Internal Information Assets Assurance Cycle
- Annual Internal Audit Plan approved and overseen by Audit Risk and Scrutiny Committee
- Reports from Information Commissioners Office and National Records of Scotland