

Council, 7 July 2016

Secretariat report

Executive summary and recommendations

Introduction

The report provides an update about the activities of the Secretariat Department.

Decision

This paper is to note.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

23 June 2016

Secretariat Department – Council, 7 July 2016

The following provides an update about some of the work of the Department.

Freedom of Information and Data protection

The Department is responsible for managing requests for information under Freedom of Information and Data Protection legislation, including managing our relationship with the Information Commissioner. In recent months we have received the following numbers of FOI / DPA requests.

March 39

April 57

May 49

External Meetings

Members of the Secretariat attended the following meetings:-

- 2 June: Cross Government Complaint Forum
- 16 June 2016: Inter-regulatory information security group.

Training for Employees

Members of the Secretariat attended the following training:-

- 28-30 June: Professional Certificate in Ombudsman and Complaint Handling Practice
- 27 Jun-1 July 2016: Certification Programme for Data Protection Officers and Other Data Protection Professionals