

**UDC Governance Audit & Performance (GAP) Committee (Members)**

- Considers and notes the Annual Information Governance (IG) report
- Seeks continuous improvement on IG matters throughout the Council

**Information Governance Accountable Officer (Chief Executive UDC)**

- Provides Strategic Direction for Council via the Corporate Management Team
- Requires IG compliance /assurance from SIRO.
- Determines Councils appetite for IG risks
- Encourages & Embeds positive IG culture throughout the Council
- Approves the Annual IG report to GAP

**Strategic Information Asset Owners (Assistant Directors of Services CMT)**

- Information Asset Owner for respective Directorate
- Owner of Data Protection Impact Assessments (DPIA) risks for Directorate
- Approval of service Records of Processing Activity (ROPA)
- Promotes positive IG Culture
- Risk Management for Directorate
- Reports on good IG practice & initiatives within their portfolio

**Tactical Information Asset Owners (Managers of Service)**

- Data Quality assurance for service
- Supports introduction of IGG Plans & initiative's for their service
- Promoting positive IG culture
- Delegated IG Risk Management responsibility for their own service area
- Reports to their respective Assistant Director

**Information Communication Technologies Manager**

- Provision of Technical ICT advice
- Quality assurance
- Supports introduction of IGG Plans & initiative's for their service
- Promoting positive culture
- Delegated IG Risk Management responsibility for their own service area
- Reports to Assistant Director ICT, Facilities & OPS

**Information Co ordinators (FOI Liaison Officers)**

- Focal point for requests for Information for service
- Assistance to Tactical Information Asset Owner

**Senior Information Risk Owner (SIRO) (Director Corporate Services)**

- Provides IG assurance to the Accountable Officer
- Focal point for all IG risk management matters
- Develops the Councils IG risk policy
- Provides direction to Information Asset owners
- Joint approval of IG work Plans

**Human Resources Manager**

- Advice on H.R. matters
- Advice on workforce training & development needs
- Quality assurance
- Promoting positive IG culture
- Risk Management
- Reports to SIRO

**Performance Manager**

- Monitoring performance
- Quality assurance
- Promoting positive culture
- Risk Management
- Reports to SIRO

**(Assistant Director Legal and Governance)**

- Provides Legal assurance and advice for IG risks
- Promotes positive IG culture
- Risk Management
- Reporting
- Joint approval of IG work plans

**Data Protection Officer**

- Advice on data protection & compliance issues
- Provide IG assurance to senior management
- Link to Supervisory Authority
- Data Quality assurance
- Advice on Data risk management
- Promoting positive IG culture
- Reports to SIRO & Head of Legal & Compliance