

# Information Management (CR29)

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Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CR29 Information Management  08-Apr-2019	<p><b>Cause:</b> Lack of officer commitment and investment of the right resources into organisational information management systems and culture.</p> <p><b>Event:</b> The City Corporation’s IM Strategy (2018-2023) is not fully and effectively implemented</p> <p><b>Effect:</b></p> <ul style="list-style-type: none"> <li>• Not being able to use relevant information to draw insights and intelligence and support good decision-making</li> <li>• Vulnerability to personal data and other information rights breaches and non-compliance with possible ICO fines or other legal action</li> </ul>	 Likelihood Impact	12	The Information Management strategy has been agreed subject to a more detailed action plan and metrics to track performance.  We need to ensure that the IM Strategy is now delivered through a series of actions and activities as detailed below. The actions identified below are Year 1 actions. Actions in subsequent years will be prioritised to ensure full implementation of the strategy.	 Likelihood Impact	6	31-Mar-2023	
				08 Apr 2019				

## Appendix 4

Peter Kane	<ul style="list-style-type: none"> <li>Waste of resources storing information beyond usefulness</li> </ul>						Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CR29a	Ensure that CoL has the necessary awareness, tools and skills to manage information effectively	Work with the Head of Communications to communicate/raise awareness the IM Strategy and Policies. Provide training in SharePoint in preparation for migrating the Shared drives. Implement protective marking and information classification in CoL. Sharepoint to become the Corporate document management solution.	Sean Green	08-Apr-2019	30-Sep-2019
CR29b	Start the culture change by Integrating good information management practice into the Leadership and Management stand of the City of London Learning Academy	HR to work with the IT and the Corporate Strategy and Performance teams to identify the key skills required for good information management. HR to then develop the training to support this.  HR to review where in HR policies and procedures this can be integrated. HR to Work with the senior leadership team to develop a plan and then deliver key messages and communications on the importance, relevance and benefits of good information management.	Chrissie Morgan	08-Apr-2019	31-Mar-2020
CR29c	Ensure that CoL's information estate is safe, relevant, accurate, reliable, used and trusted.	Implement and communicate relevant IM policies and IM Security.  Develop and agree a Data Retention policy that links in with departmental retention schedules taking advice from the LMA.	Sean Green	08-Apr-2019	30-Jun-2019
CR29d	Ensure that CoL's derives real value and benefits from the use of information, data, analysis and modelling	<b>IT to deliver the Business Intelligence Infrastructure to ensure that the Corporate Strategy and Performance team have the tools to develop business intelligence reports and analytics to support better decision making across CoL.</b>	Sean Green/Kate Smith	08-Apr-2019	30-Aug-2019
CR29e	Ensure officers can implement the data retention policy and data discovery requirements from GDPR	The Digital Services Task and Finish group to be established to provide governance and assurance that the strategy is being delivered. New IM Policies and compliance are already governed via the IM Governance Board.	Sean Green; Kate Smith	08-Apr-2019	30- May-2019
CR29f	Ensure officers can implement the data retention policy and data discovery requirements from GDPR	Put in place a new Data retention and discovery toolset to ensure we only retain and archive information in line with the agreed policy and retention schedule	Sean Green	08-Apr-2019	30-Nov-2019