

## **Annual Plan Recommendation - Annex 5:**

### **External Service Provider Contract**

The development and ongoing use of an Information Management System is vital to provide the D&S IFCA and its staff, operating on a day-to-day basis, with the correct framework to comply with legislative requirements. The use of an External Service Provider to examine internal systems with a focus on all data protection (and standards) and advise accordingly, will improve on what is already in place.

D&S IFCA has divided its key internal process policy into different tiers as follows:

#### **Tier 1:**

1. D&S IFCA Data Protection Policy (master):
2. D&S IFCA Privacy Policy – “What we do with your Information”:
3. D&S IFCA Information Management Policy:

The Information Management Policy (3) is of particular significance as it is this Policy which forms the framework) of actions that must be taken by Officers and the Authority regarding the management of all data. It demonstrates how data is linked to other Policies such as FOI/EIR Policy, Publications Policy, and the multiple other Data Protection Standards. It provides a link to the use of a Data Protection Register and forms the basis of a more thorough Retention Schedule (Policy).

#### **Tier 2 and 3:**

4. D&S IFCA Data Protection Register
5. D&S IFCA Freedom of Information Policy
6. D&S IFCA Publication Policy (Scheme):
7. D&S IFCA Technology Policy

There is an on-going requirement to review and monitor internal system on an annual basis. The External Service Provider will review D&S IFCA’s internal systems and all Data Protection Policy and Standards and provide advice on refining documentation where necessary. D&S IFCA Officers are not professionally trained in this area of work and bringing in an External Service Provider to advise and assist, will enable officers to refine existing documentation and internal frameworks to meet required standards.

D&S IFCA Officers have already been in contact with a potential External Service Provider and if the Members agree to the use of Reserves for this work stream officers will explore this further. It is not possible to establish exact costs for this work at this time, however it is likely to cost of between £5,000 and £10,000.