



Coventry City Council

Resources Directorate

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To all Members of the Audit and Procurement Committee

21st October 2016

Our ref: C/LMK

Dear Member,

Supplementary Agenda – Meeting of the Audit and Procurement Committee - Monday, 24th October, 2016

The papers for the above meeting were circulated on 14th October 2016.

I have now been requested to circulate a 'Glossary of Terms' in relation to the Appendix of the report detailed below, in order to assist with the consideration of this matter.

- **Agenda Item 8. INFORMATION MANAGEMENT STRATEGY UPDATE**
(Pages 3 - 4)

Report of the Executive Director of Resources

NOTE: Councillors Duggins and Crookes have been invited to attend the meeting for the consideration of this item.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Lara Knight
Governance Services Co-ordinator

Membership: Councillors S Bains (Chair), R Brown, J Clifford (Deputy Chair),
J Lepoidevin, T Sawdon and H Sweet

By invitation: Councillors G Crookes and G Duggins



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Information Management Strategy Update

Glossary of Terms

SIRO	Senior Information Risk Owner (Chris West)	A member of Strategic Management Board with overall responsibility for Information Risk Policy
SIGO	Senior Information Governance Officer	The lead officer in the Information Governance Team, with overall responsibility for the actions in the ICO recommendations relating to data protection and information security
IGO	Information Governance Officer	
IAR	Information Asset Register	This register details the information assets (the information with value or risk associated with it) held by each service
IAO	Information Asset Owner	Designated individuals in each service with overall responsibility for the management of information held by that service
IMSG	Information Management Strategy Group	This group of Senior Officers, chaired by the SIRO has responsibility for progress against the Information Management Strategy, and meets monthly
ICO	The Information Commissioner's Office	The ICO undertook the initial audit and made the recommendations the team have been implementing
IFC	In-Form Consult	The firm of industry experts which undertook the more detailed assessment of information management across the council
PIA	Privacy Impact Assessment	An assessment of any impacts upon the security of data and information required for business changes and new technology.

DSA	Data Sharing Agreements	A contract between parties involved in an agreement to share information detailing what is to be shared and for what purpose
CISP	Coventry Information Sharing Protocol	An agreement between multiple agencies in the city for how information will be shared
BCS	The British Computer Society	The professional body, and awarding body, for formal qualification in the profession of Information Management and Technology
DPA	Data protection Act	
FOI	Freedom of Information	
SAR	Subject Access Request	