



Information strategy

Openness by design

Introduction

1. This information strategy provides a framework for action and activity in relation to the Scottish Information Commissioner's information: how it is created, managed and shared.

Strategic information aims

2. The Scottish Information Commissioner (the Commissioner) will:
 - (i) be open and transparent in the way in which functions are delivered and the organisation is managed. The aim is to be "open by default" by making transparency and access to our information integral to the design and delivery of services.
 - (ii) make available by default as much information the organisation holds as possible. This will be in the context of statutory requirements to publish or withhold specific information (or types of information), effective use of public resources and the public interest.
 - (iii) publish information in accessible formats that support and promote ease of use.
 - (iv) keep published information up-to-date.

Approach

3. The Commissioner's approach is to prioritise activity to:
 - (i) reduce risk associated with information management.
 - (ii) ensure compliance with Freedom of Information legislation (i.e. the Freedom of Information (Scotland) Act 2002 (FOISA) and the Environmental Information (Scotland) Regulations 2004, particularly in relation to proactive publication and dissemination of information through our Publication Scheme and supporting Guide to Information.
 - (iii) ensure compliance with Re-use of Public Sector Information Regulations 2015.
 - (iv) ensure compliance with the data protection legislation and in particular the General Data Protection Regulation and the Data Protection Act 2018 (the DPA 2018).

- (v) demonstrate good practice in publishing Open Data.
 - (vi) deliver operational and/or resource benefits to the way in which information is managed as a strategic asset.
4. The ultimate aim is to maximise the benefits of proactive publication by publishing as much as possible as open data, making as much available under re-use and FOI publication provisions (and so reduce the impact of information requests), while taking account of restrictions placed on the Commissioner under section 45 of FOISA and while complying with data protection legislation.

Relationship between FOI legislation and other access to information legislation

5. Commonality between the various legal requirements will be identified and, where possible, duplication removed, so as to present a clear view of what information we hold, how and in what format it is published (or withheld), and how it can be accessed and re-used.
6. Over time, this will include identifying changes in how we manage the business to minimise the amount of preparation and manipulation of data and information needed to make it publishable, for example automatic production of anonymised data sets. At the same time, we will ensure that personal data is properly protected and processed in compliance with the requirements of data protection legislation.

Delivery and resources

7. Delivery will be through projects included in the annual Operational Plan. Generally, a brief will be produced for each project from which project plans will identify specific resource requirements (and how they are to be met), key deliverables and the timescales in which they will be delivered.

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