

Scottish Information Commissioner
Minutes of the Quarterly Senior Management Team Meeting
27 October 2022 – by MS Teams

NOTE TO READER:

The Scottish Information Commissioner publishes the minutes of Senior Management Team (SMT) meetings and the papers considered at the monthly and quarterly meetings, unless he considers, at the time of publication, that the minutes and/or papers are exempt from disclosure under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (FOI law). Where minutes or documents are not published, the minutes will make it clear why not.

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Present: Scottish Information Commissioner - Daren Fitzhenry (DF) (Chair)
 Head of Corporate Services - Helen Gardner-Swift (HGS)
 Head of Enforcement - Margaret Keyse (MK)
 Acting Head of Policy & Information – Claire Stephen (CMS)
 Finance and Administration Manager – Kim Berry (KB) (Minutes)

Apologies: Finance and Administration Manager – Liz Brown (LB)

Details	Action By	Target Completion Date	Publish Yes / No	Comments
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1. Minutes, action points update and matters outstanding

<p>1.1 Review of minutes – 12/10/22</p> <ul style="list-style-type: none"> • The minutes were approved and will be published with the relevant papers <p>1.2 Action points update</p> <ul style="list-style-type: none"> • No action points outstanding <p>1.3 Matters outstanding</p> <ul style="list-style-type: none"> • No matters outstanding 			Yes	Minutes published in full
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2. Finance Report

Deferred to a MSMTM			N/A	
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3. Information Requests and Reviews

<ul style="list-style-type: none"> • The SMT noted: <ul style="list-style-type: none"> ○ the CR 			Partial	CR and exemptions/
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<ul style="list-style-type: none"> ○ that the information in the CR has been uploaded to the FOI and EIR Statistics Platform ● The SMT agreed the publication recommendations 				<p>exceptions table published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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4. Subject Access Requests

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ that the information regarding the number of subject access requests received has been uploaded to the FOI and EIR Statistics Platform ● The SMT agreed the publication recommendations 			Partial	<p>CR published in full</p> <p>Summary table published here (Class 7)</p> <p>Outcome of requests table not published – Exemption s38(1)(b)</p>
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5. Enquiries Service

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ the decrease in Enquiries may be as a result of having a more efficient website ● The SMT agreed the publication recommendations 			Yes	CR published in full
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6. Website

Deferred to a MSMTM			N/A	
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7. Investigations Performance

<ul style="list-style-type: none"> ● The SMT noted: <ul style="list-style-type: none"> ○ the CR ○ an amendment was required to paragraph 13 ● The SMT agreed the publication recommendation subject to the amendment noted above 	MK	28/10/22	Yes	CR published in full
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8. Key Documents

<ul style="list-style-type: none"> The SMT consider the Key Document list and noted the updates provided The SMT agreed publication of the document with the exception of the column containing comments 			Partial	Report published with the exception of comments column – Exemptions s30(b)(ii) and s38(1)(b)
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9. UK GDPR Report

<ul style="list-style-type: none"> The SMT noted: <ul style="list-style-type: none"> the CR and the update for 2022-23 Q2 an amendment was required to paragraph 35 Subject to the above amendment, the SMT agreed the publication recommendation 	HGS	02/11/22	Yes	CR published in full
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10. Interventions Report

Deferred to a MSMTM			N/A	
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11. Strategic Risk Register 2022-23

<ul style="list-style-type: none"> The SMT reviewed the Strategic Risk Register (SRR) 2022-23 and updates were discussed and noted HGS will update the SRR 2022-23 DF will provide Q2 commentary for the SRR 2022-23 	HGS	02/11/22	No	Strategic Risk Register withheld – Exemptions s30(b)(ii), s30(c) and s39(1)
	DF	09/11/22		

12. Service Standards – Compliments /Complaints

<ul style="list-style-type: none"> The SMT noted: <ul style="list-style-type: none"> the CR HGS is currently reviewing the Complaints Procedures HGS is exploring options for tracking complaints, similar to current practice for RFIs and SARs. The SMT agreed the publication recommendations 			Partial	CR published in full 2022-23 Records of compliments and 2022-23 Record of complaints withheld – Exemption s38(1)(b)
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13. Review of HR Strategy

Deferred to a MSMTM			N/A	
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14. Website – Data Protection Impact Assessment (DPIA) – publication

<ul style="list-style-type: none"> • The SMT: <ul style="list-style-type: none"> ○ noted the CR ○ agreed that the following redactions to the published version of the DPIA should be made: <ul style="list-style-type: none"> ▪ page 13 - para 32 ▪ page 14 – paras 33,34, and 35 ▪ page 16 – paras 42 and 44 ▪ page 18 – HGS signature ○ CR to be amended to refer to the redactions in the Publication Section ○ approved the Phase1 Website DPIA 	CMS	09/11/22	Yes	CR published in full DPIA – Exemption s27
<ul style="list-style-type: none"> • DF and HGS signatures to be included in the DPIA 	HGS	11/11/22		
<ul style="list-style-type: none"> • HGS and CMS to discuss where the DPIA will be published on the website 	HGS/CMS	15/11/22		
<ul style="list-style-type: none"> • The SMT approved the publication recommendations subject to: <ul style="list-style-type: none"> ○ DF and HGS signatures being added to the finalised document ○ redactions from publicised version ○ agreement of the publication location on the Commissioner’s website 				

15. AOB

<ul style="list-style-type: none"> • None 			N/A	N/A
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Signed off by:



Date: 23/11/22