Appendix 5

West Dunbartonshire Council

(Information Security Policy Framework)

Information Security/Data Protection Forum Charter

Purpose

The purpose of the forum is to meet and consider issues around Information Security and Data Protection/GDPR.

The forum will formally meet quarterly with minuted meetings, the core representatives on the forum will consist of;

ICT Management Representation;
Manager of Audit;
Data Information/Protection officer; and
ICT Security Officer.

The forum representatives, (consisting of nominated senior employees from each service area) or a subset as required, will also meet, in response to incidents and will include relevant service managers and/or subject matter experts as well as representatives from the WDC senior Management team as required.

Standing Agenda

The Forum will have a standing agenda as part of the quarterly meetings consisting of;

- New Incidents (Since previous meeting) including actions to date and incidents reported to ICO;
- Preventative measures adopted resulting from incidents;
- Potential Future Risks, e.g. introduction of new systems, office moves and closures etc;
- Employee awareness sessions and Learning Management System update; and
- Case Studies, ie recent fines and penalty notices, legislation etc.