

London Borough of Barnet
2 Bristol Avenue,
Colindale,
London, NW9 4EW
27 April 2023
Our ref: 9489396

Thank you for your request received on 29 March 2023, for the following information:

I am seeking to understand the roles, capacity and management structures in place that manage/deliver your;

- * Individual Information Rights (FOI, SARs and EIRs) Requests**
- * Information Management, Records Management and Information Governance activity**
- * Information (Cyber) Security Governance and Technical and non-Technical Controls review**
- * Senior Information Risk Officer duties**
- * Data Protection Officer duties**

For the above functions, please can you provide structure charts that include the manager, role titles, number of roles, and grading band for the role(s)

If a structure chart is not available, please provide a list of role titles, bands and manager role titles

We have processed this request under the Freedom of Information Act 2000.

Response

I am writing to inform you that we have searched our records and although we hold some of the information requested, some of the information you requested is not held by London Borough of Barnet.

We have provided answers to your request below.

I am seeking to understand the roles, capacity and management structures in place that manage/deliver your;

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SIRO

The SIRO is a senior officer who takes overall ownership of the council's information risk policy, acts as champion for information risk and provides written advice on the content of the council's Statement of Internal Control in regard to information risk. SIRO duties are undertaken by the Executive Director of Assurance.

The SIRO implements and leads the Information Management risk assessment and management processes and through the Risk and Assurance Manager advises on the effectiveness of information risk management across the council. The SIRO also plays an active role in determining whether any security policy exceptions meet the levels agreed in the policy exception process.

Pay Grade Band: The SIRO role is tied in with the role of Executive Director of Assurance so is not a standalone position.

Service Manager of Records and Information Management Team (RIMT) and Data Protection Officer

The Records and Information Team Service Manager is responsible for leading and managing the team who act as the corporate, expert team for all areas of information and records management.

This role is also designated as the Council Data Protection Officer. This position undertakes the statutory duties of Data Protection Officer as outlined in Article 39 of the General Data Protection Regulations and Data Protection Act 2018.

Pay Grade Band: L

Privacy and Data Protection Lead (Deputy Data Protection Officer)

This role provides assurance that the council's information is effectively supported at every stage of the information management lifecycle is one of the core responsibilities of the Records and Information Management Team. This involves ensuring that from its creation or collection, use and public access, through to its eventual long-term retention or destruction, the council is compliant with best practice and legislation, and information is easy for the business to access, use, and share as appropriate.

This role is responsible for leading on the Privacy and Data Protection function for the council; providing expert support to the Service Manager by acting as a strategic and technical lead on Privacy and Data Protection.

The role is also designated as a Deputy Data Protection Officer (DPO) responsible for undertaking daily DPO responsibilities and activities as requested or defined by the Service Manager, as well as fulfilling the statutory role of DPO in the absence of the DPO.

Pay Grade Band: K

Transparency & Information Rights Lead

This role provides assurance that the council's information is effectively supported at every stage of the information management lifecycle is one of the core responsibilities of the Records and Information Management Team. This involves ensuring that from its creation or collection, use and public access, through to its eventual long-term retention or destruction, the council is compliant with best practice and legislation, and information is easy for the business to access, use, and share as appropriate.

This role is responsible for leading on the Transparency and Information Rights function for the council. Providing expert support to the Service Manager by acting as a strategic and technical lead in the area Transparency and Information Rights.

Pay Grade Band: K

Records Management Lead

This role provides assurance that the council's information is effectively supported at every stage of the information management lifecycle is one of the core responsibilities of the Records and Information Management Team. This involves ensuring that from its creation or collection, use and public access, through to its eventual long-term retention or destruction, the council is compliant with best practice and legislation, and information is easy for the business to access, use, and share as appropriate.

This role is responsible for leading on the Records Management function for the council. Providing expert support to the Service Manager by acting as a strategic and technical lead in the area of Records Management.

Pay Grade Band: K

Information Management Officer x2

These roles deal with and triage all types of information requests received including FOI requests, EIR requests, Data Subject Rights including SARs, Records Management as well as investigating Data Breach Incidents and dealing with Privacy and Data Protection advice cases across the council ranging from contracts to day-to-day queries. These roles also provide training and advice to link officers relating to information management.

Pay Grade Band: I

Information Support Officer

This role is responsible for providing high level administrative support to the Records and Information Management team in the delivery of its annual team plan, working across different legal, information rights and record management regimes. Also provides cover for FOI requests as and when required.

Pay Grade Band: G

Link Officers

We have developed a devolved approach with a network of FOI/ Data Protection link officers in each service area and these link officers deal with information requests relating to their service area after the initial triage of requests by RIMT as part of their day-to-day roles. The Information Management Officers and the Information Support Officer provide support to the link officers where necessary.

Pay Grade: These are not standalone roles and are incorporated into a range of officer roles within the relevant service areas.

Information (Cyber) Security Governance and Technical and non-Technical Controls Review:

These roles are delivered by Capita as part of the existing outsourcing agreement and include two roles, Assistant Director Resident Experience and Digital and an IT Client Operations manager, which have oversight over these areas. These roles are not part of the Records and Information Management Team.

Pay Grade: We do not hold this information as we are not privy to the Capita salary bands.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Records & Information Management Service, Assurance Group, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.

