Articles in CES e-bulletin distributed to all staff

July 2018

Get training!
Make sure you check your Learning Hub record this month to ensure you are up to date on all your mandatory training. All CES staff should have completed the following:

☐ Intro to Health and Safety

☐ Data Protection Essentials

☐ Information Management and Security

☐ Fire Safety

Premises managers should also complete Premises Management training.

August 2018

Are your records managed correctly?

by Reg 40 Personal Data , Business Support Team Leader

It's a few months since the General Data Protection Regulation (GDPR) came into force and time for us to review our electronic and paper files. Electronic files include all outlook records (emails, tasks and calendar) and general correspondence.

To find out how long you need to keep records for, visit the corporate retention schedule by clicking here and look under the Common Activities tab.

Top tips to consider when reviewing your records are:-

• Do you know what data you hold and why you hold it?

• Do you have a log of all your records?

• Is the data relevant and accurate?

• Do you still need the data?

• Has it met its destruction date set out on the NCC Corporate Retention Schedule?

• Is your team data on the NCC Corporate Retention Schedule, if not why not?

If you cannot find your service area on the NCC Corporate Retention Schedule or if you need any help to review records management in your teams, please do not hesitate to get in touch with me so I can support.

Email: Reg 40 Personal Data @norfolk.gov.uk

March 2019

To do… Check your training is up to date on **learning hub?**
Mandatory courses to complete are:
• Intro Health & Safety, Fire Prevention, Data Protection Essentials and Information Security Management

• Fraud and Bribery awareness - this course should be completed by staff who have financial responsibility. For example: RBO's, purchase cardholders, budget support, budget senior managers.

May 2019

Delete and destroy
In February, CES deleted over 600,000 electronic records from its network drives. These were old records that were no longer needed and exceeded NCC record retention periods.
The General Data Protection Regulation (GDPR) which became law in May 2018 and Data Protection Act 2018, ensure we handle personal information correctly. To help us do this, NCC have systematic controls in place to manage records (hard copy and electronic files). You can read more about these on the iNet Information Management pages (**http://inet.norfolk.gov.uk/services/im/General-Data-Protection-Regulation-GDPR/index.htm**).
If we don't comply with the requirements of GDPR and Data Protection law we can be fined by the Information Commissioner. These fines are often tens of thousands of pounds. But with good practice and regular discussions about good record management, unnecessary breaches and fines can be avoided.
You can read more about the Information Commissioner on their website (**https://ico.org.uk/**).

How long *do you* **keep records?**
NCC has a clearly defined record retention policy detailing how long you need to keep a record for. A snap shot of common documents and how long to keep them for is listed below. The full NCC retention schedule and procedures can be found on the information management section of iNet (http://inet.norfolk.gov.uk/services/im/records-management/index.htm).
Remember, a record can be a hard copy paper file or an electronic one including emails. Give your records a review, delete and securely destroy what you don't need to keep. If you need extra confidential waste bins, these can be arranged through NORSE.

Type of record	Trigger for disposal	Retention period
Daybooks	End of year	1 year
Diaries, calendars (outlook)	End of year	1 year
Duty rosters	End of year	1 year
Flex-time sheets	Date of completion	2 years
General correspondence (emails)	End of year	3 years
Mail-logging, post management	End of year	1 year
Procedures, operational instructions	Supersedure	
Annual leave record	End of leave year	1 year
PDP /Appraisal Form 324f and 324g	Completion of annual PDP	Completion of next PDP round
Officers' working files	End of year	3 years
Managers' files	End of year	3 years
Business Continuity plans; Disaster preparedness plans	Supersedure	
Management team meeting; agenda and minutes	End of year	5 years

What's in a name?
When setting up new folders or naming files, remember to use the correct naming convention so it can be easily found.
You can read detailed information on what to do (and not do!) in the GDPR file naming and storing policy on iNet http://inet.norfolk.gov.uk/services/im/records-management/index.htm
Top tips:
• Don't name a file after a person
• Keep the filename short and use version control when needed
• Clear down files regularly
• Save confidential documents in restricted folders rather than password protecting a document

August 2019 – promoting the new course.

Is your mandatory training up to date? Please ensure that all mandatory courses are up to date. **Your mandatory courses to complete are:**

- **NEW TO DO** - Online and Information Security - this new course replaces the Information Security Management e learning. All staff to complete by December 2019.

- Intro Health & Safety

- Fire Prevention

- Data Protection Essentials

- Fraud and Bribery awareness - this course should be completed by staff who have financial responsibility. For example: RBO's, purchase cardholders,

October 2019

Is your mandatory training up to date?

Please ensure that all mandatory courses are up to date. Your mandatory courses to complete are:

- Online and Information Security - this course replaces the Information Security Management e-learning. All staff to complete by **December 2019**.

- Intro Health & Safety

- Fire Prevention

- Data Protection Essentials

- Fraud and Bribery awareness - this course should be completed by staff who have financial responsibility. For example: RBO's, purchase cardholders, budget support, budget senior managers.

November / December 2019

Your deadline is looming:
Remember to complete the NEW Online and Information Security e-learning course before the end of December 2019.

If you use a computer for your job or have a corporate email account, speak with your line manager about completing the new GDPR / Information security e-learning course.