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FROM: BILL McCLUGGAGE

DATE: 13 FEBRUARY 2008

TO: PS/HOCS

cc: See copy distribution below

REFERENCE: DATA PROTECTION ISSUES DISCUSSED AT PSG (8 FEB 08)

At Permanent Secretaries Group on Friday 8 February 2008 issues surrounding the recent Data Protection Review were discussed and Sir Nigel Hamilton asked me to provide a short summary of the items for inclusion with the minutes.

A draft summary is attached for consideration.

A handwritten signature in black ink, appearing to read "Bill McCluggage".

Bill McCluggage

Copy Distribution

Bruce Robinson
Leo O'Reilly
Chris Thompson O/R
Colin Cluney

DATA PROTECTION REVIEW – SUMMARY OF ITEMS DISCUSSED

Update on timetable:

- Final draft copy of Data Protection Review – issue to Private Office 8 Feb 08.
- Note issued to Permanent Secretaries – w/c 11 Feb 08
- Draft Executive Paper to Private Office – 12 Feb 08
- Consolidated action lists returns from Departments by 12 Feb 08
- Circulation of Executive paper to departments – 15 Feb 08
- Review of recommendations by Executive Committee – 28 Feb 08
- Publication of Report – 3 Mar 08
- Initiate re-assessment exercise - 7 Apr 08
- Re-assessment returns – 18 Apr 08
- Issue update on returns – 2 May 08

Actions completed to date:

- Initiated delivery of first product of training & awareness toolset
- Planning for DPA awareness campaign (May – Oct 08) commenced
- SCS event to kick-off awareness campaign to be scheduled
- Commissioning work on Citizen Charter
- Planning CEF awareness seminar – w/c 3 Mar 08
- Drafting note to NIAO inviting them to include data protection within audits
- Following laptop policy directive from Sir Nigel Hamilton:
 - Revised laptop policy to be finalised late Feb 08
 - Agreed encryption route via use of Microsoft Vista Operating System and BitLocker encryption software
- Laptop procurement commenced
- Investigating upgrade of Government Secure Intranet by Cable & Wireless to include secure file transfer facility for NI Department & Agencies (awaiting clearance by HMRC, DWP and CESG)
- Procurement initiated for introduction of appropriate secure file transfer facility for NI NDPBs.