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Records Management Plan

Sport for life

sportscotland
the national agency for sport

Our values are honesty, respect, integrity, openness, inclusion, ambition

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About the Public Records (Scotland) Act 2011

The Public Records (Scotland) Act 2011 (the Act) came into force in January 2013. The Act requires named public authorities to submit a Records Management Plan (RMP) to be agreed by the Keeper of the Records of Scotland and to ensure that's its public records are managed in accordance with the plan as agreed with the keeper.

The Records Management Plan must set out and evidence proper arrangements for the management of **sport**scotland's public records.

The plan will be submitted for agreement by the Keeper of the Records of Scotland under Section 1 of the Public Records (Scotland) Act 2011.

Public Records (Scotland) Act 2011 | National Records of Scotland (nrscotland.gov.uk)

Public Records (Scotland) Act 2011 (legislation.gov.uk)

This Plan is made in terms of the Public Records (Scotland) Act 2011 and follows guidance issued by the Keeper of the Records of Scotland on the model plan.

Sportscotland's Records Management Plan is set out under the following 15 elements which mirror those adopted by the Keeper of Records of Scotland.

The **sport**scotland RMP contains documents that were provided to the Keeper of the Records of Scotland as evidence to support the RMP submission. These documents are not accessible within the document. If you would like to make a request for access to any of these documents, please email your request to: - sportscotland.enquiries2@sportscotland.or.uk

About sportscotland

sportscotland is the national agency for sport in Scotland. Our vision is an active Scotland where everyone benefits from sport. In an active Scotland we will all find ways to be physically active every day. Keeping moving at home and at work. Taking an active approach to getting around. Choosing to be active in our leisure time.

More of us will take part in sport because we see it being relevant to our lives. Being involved in ways that suit us. Meeting fewer barriers. Feeling more included. We will all experience more of the benefits of sport. For some of us, by taking part. For others, through our communities.

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Our approach

To help us deliver the many benefits of sport to everyone in Scotland, we're guided by six key principles:

Inclusive

We understand the barriers people face and proactively address them, so everyone has the opportunity to get involved in sport and physical activity.

Accountable

We plan well, we measure our performance, and we are accountable for delivering outcomes.

Responsive

We adapt what we do based on how we're doing and what's happening around us.

Person-centred

We listen to people and put their voices at the heart of our thinking.

Collaborative

We develop and strengthen partnerships and collaborations across the public, voluntary and private sectors.

World class

We do everything to the highest possible standard, while seeking to continuously improve.

As the national agency for sport our role is to make sure sport plays its part in a thriving Scotland. We do this by influencing, informing, and investing in the organisations and people who deliver sport and physical activity.

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We have an important part to play alongside other agencies to deliver an active Scotland where more people are more active more often. An active Scotland is one where people are encouraged to participate, progress, and achieve in sport. At the same time people become more active – and stay active.

The nation enjoys better physical confidence and competence and increased wellbeing and resilience. All of this is made possible by the people, places and spaces providing sport and physical activity.

We are here to help the people of Scotland get the most from the sporting system. Here are just a few ways we do it:

- Making an impact together
- Making sport more accessible
- Progressing to your level in sport
- Contributing to an active Scotland
- Celebrating the benefits of sport

Further information on **sport**scotland can be found on our website: sportscotland the national agency for sport in Scotland

Review

Section 5 (1) (a) of the Public Records (Scotland) Act requires authorities to keep its Records Management Plan under review. **Sport**scotland will review on an annual basis.

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RMP Elements

Element 1 Senior management responsibility	E1 Supporting Evidence
Section 1 (2)(a)(i) of the Act[1] specifically requires an RMP[2] to identify the individual responsible for the management of the authorities' records. The Senior Responsible Officer for Records Management within **sport**scotland is the Director of Operations; Rachel Barrington. The Director of Operations, is the Senior Information Risk Owner (SIRO) responsible for the adequate protection of **sport**scotland assets which includes information that is collected, processed, and stored within **sport**scotland. A comprehensive listing of various roles associated with records management has been developed to ensure clarity. The Director of Operations has confirmed their responsibilities in terms of the RMP by signing this document below: - Rachel Barrington Director of Operations DocuSigned by: Rachel Barrington 1EC6C08689B84A8... 15-Aug-24 | 11:28:24 BST	RMP-E1-001 Statement of Responsibility for Records Management. RMP-E1-002 Information Governance Steering Group TOR. RMP-E1-003 ARC TOR RMP-E1-004 Copy of ARC Data Protection Report

[1] References in this document to the Act are to The Public Records Scotland Act 2011.
[2] Records Management Plan

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Element 2 Records manager responsibility	E2 Supporting Evidence
Section 1(2)(a)(ii) of the Act specifically requires a RMP to identify the individual responsible for ensuring the authority complies with its plan. **Sport**scotland have designated: Kerry Lochrie Information Governance and Data Protection Officer As the individual who is responsible for implementing and complying with the RMP. **Sport**scotland have also designated: Scott Baxter Information Asset Manager As the Individual responsible for supporting the Information Governance and Data Protection Officer with the day-to-day responsibility of implementing the RMP throughout **sport**scotland. It is the responsibility of the Heads of Services throughout **sport**scotland to support the effective records management within their area of responsibility in the organisation.	RMP-E2-001Information Governance and Data Protection Officer Job Role RMP-E2-002 Information Asset Manager Job Description

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Element 3 Records management policy statement	E3 Supporting Evidence
The records management policy statement is a compulsory element of the RMP according to the Act 1 2(b)(i). **sport**scotland has in place a records Management policy which includes a statement that demonstrates the importance of managing records within **sport**scotland and which serves as a mandate for the activities of the Information Asset Manager. The policy provides an overarching statement of the organisation's priorities and intentions in relation to recordkeeping and a framework for a robust records management culture. The policy is referenced within **sport**scotland records management training and guidance, with links to the policy itself, which is stored within the **sport**scotland SharePoint and accessible to all staff. **Assessment and Review** This element will be maintained by the Information Asset Manager and reviewed on an annual basis by the Information Asset Manager and Information Governance and Data Protection Officer.	RMP-E3-001Records Management Policy Please also refer to: - RMP – E12 – 001 Records Management eLearning module. RMP-E12-003 RMP Presentation – Awareness Session

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Element 4 Business classification	E4 Supporting Evidence
It is expected that **sport**scotland have implemented a comprehensive assessment of its core business functions and activities and represent these within a suitable business classification scheme. **Sport**scotland have in place the following, to capture the activities of the business and categories of business information: - • Information Asset Register An Information Asset Register (IAR) strategy has been implemented throughout the business and captures details of all personal identifiable information for each area of the organisation. Each area is required to register their information assets and review these regularly, at least a minimum of annually to ensure the register has an accurate account of identifiable records held within the business. An electronic information asset form is completed for each asset held, and captures a number of mandatory fields such as: - ○ Name of Information asset ○ Information Asset Owner ○ A description of the Information asset ○ Purpose for processing ○ Category of the Individuals the asset relates to ○ Categories of the personal data captured. ○ Asset type e.g., Electronic System, Application, or documents held within an electronic folder. ○ If manual/paper document; the exact location of where they are stored. ○ If the asset is shared out with **sport**scotland ○ If shared, the details of 3rd party and agreement in place. ○ A description of the technical and organisational measures in place to protect the information asset. ○ Date of the last user access review to the information asset ○ Details of any Data Protection Impact Assessments in relation to the Information asset (If applicable)	RMP-E4-001 Information Asset Form Template RMP-E4-002 **sport**scotland IAR Groundwork Strategy RMP-E4-003 **sport**scotland IAR Implementation Plan RMP-E4-004 Electronic Information Storage Guidance RMP-E4-005 File and Folder Naming Guidance Please also refer to: Element 12: Records Management Training for Staff.

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○ Details regarding Data Protection training for staff with access to the asset ○ Assurances that the **sport**scotland retention and destruction schedules are being adhered to in relation to the asset. ○ Date of oldest record within the information asset ○ Annual review date ○ Legal basis for processing the information asset. Each form, when registered, is reviewed by the **sport**scotland Information Asset manager to ensure accuracy and compliance with **sport**scotland policies. All registered forms populate onto a Microsoft 365 list, which becomes the **sport**scotland Information Asset Register (IAR). The IAR is extracted and reviewed monthly by the **sport**scotland Information Governance and Data Protection Officer, and reports sent to the Senior Management Team. • SharePoint Business Classification Within **sport**scotland there are specific designated systems and applications in place to store specific data sets, including: - ○ iTrent: Stores employee personnel data ○ PDMS: Store supported athlete data ○ ESP: stores customer and booking information for our National Centre's These systems record specific business activity with data fields designed to capture only the data required for the specific purpose. For saving all other business information, the Microsoft 365 platform is utilised in the following way: - ○ MS OneDrive: used for users private work-related documents, such as draft documents before they are ready for sharing. ○ MS Teams: Teams is a collaboration area and used to collaborate on documents with groups of people working within a department or on a project.	

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○ SharePoint: Each department throughout **sport**scotland has a designated area within SharePoint. This area is used for storing final versions of department documents that do not have a designated system for storage. The use of the Microsoft 365 platform reduces duplication and allows retention periods to be applied to each service area, that reflect the record structure of the **sport**scotland retention and destruction schedules. The retention period takes effect from the document modification date. (There is an exception for historical information) **Sport**scotland have designated: Scott Baxter Information Asset Manager As the Individual responsible for day-to-day responsibility of monitoring the Information Asset Register and supporting staff training on the IAR, Microsoft 365 platform and general records management.	
Element 5 Retention schedules	E5 Supporting Evidence
sportscotland is required to have in place a retention schedule which sets out recommended retention periods for all records created and held within the organisation. This is essential to ensure that records are not retained for longer than necessary, in line with legal, statutory, and regulatory obligations (such as UK Data Protection legislation and Freedom of Information (Scotland) Act). The principal reason for creating retention schedules is: - • To ensure records are kept for as long as they are needed and then disposed of appropriately; • To ensure all legitimate considerations and future uses are considered in reaching the final decision regarding disposal; • To provide clarity as to which records are currently held by an authority and which have been disposed of; and • To ensure records which may have a continuing historical value are preserved permanently in an approved depository or digital preservation.	RMP-E5-001Retention Schedule

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The majority of records within **sport**scotland are stored within the MS365 Platform, where retention periods are aligned to the **sport**scotland retention schedule. This allows automatic removal of inactive records that reach their retention date. **Sport**scotland has in place an operational retention schedule which is essential for the smooth running of an efficient records management system. It governs the retention of records generated during the course of the daily business of the organisation and ensures continuity and protects the organisation's legal rights. **Sport**scotland have designated: Scott Baxter Information Asset Manager As the Individual responsible for day-to-day responsibility of ensuring the schedule is reviewed periodically.	
Element 6 Destruction arrangements	E6 Supporting Evidence
Section 1(2)(b)(iii) of the Act specifically requires a RMP to include provision about the archiving and destruction, or other disposal, of an authority's public records. **Sport**scotland's RMP must demonstrate that proper destruction arrangements are in place for all formats of records. **Sport**scotland have in place a Destruction policy which sets out the organisations arrangements for electronic records, records held on hardware, and paper records that have come to the end of their life cycle. The majority of records within **sport**scotland are stored within the MS365 Platform, where retention periods are aligned to the **sport**scotland retention schedule. This allows automatic removal of inactive records that reach their retention date.	RMP-E6-001 Records Disposal Register RMP-E6-002 Destruction and Disposal Policy RMP-E6-003 Copy of Invoice for disposal of paper records. RMP-E6-004 Certificate of Secure Data Destruction RMP-E6-005 Records Appraisal Checklist

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Sportscotland utilise the services of external contractors to securely destroy hardware and confidential paper records. Internal policies and processes are in place to ensure all data is removed from hardware, prior to destruction. The secure destruction and deletion of records is also captured in **sport**scotland Data Protection and Records Management training to all staff. **Sport**scotland have designated: Scott Baxter Information Asset Manager As the Individual responsible for day-to-day responsibility of ensuring the destruction policy is adhered to and reviewed periodically.	
Element 7 Archiving and transfer arrangements	E7 Supporting Evidence
Section 1(2)(b)(iii) of the act specifically requires **sport**scotland to have in place details of its archiving and transfer arrangements and ensure that records of enduring value are deposited in an appropriate archive repository. **Sport**scotland utilise the archive facilities of: The National Records of Scotland General Register House 2 Princes Street Edinburgh Scotland EH1 3YY The National Records of Scotland (NRS) archives **sport**scotland's website every six months (in February and August) and makes these available through its website.	RMP-E7-001 NRS-**Sport**scotland Archive Deposit Agreement RMP-E7-002 Archiving Deposit Policy

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After the in-active period of other records, not available on our website, there is an internal appraisal to determine records of enduring value. Once identified, these records are transferred to The National Records of Scotland as per the **sport**scotland Archiving Policy and the NRS – **sport**scotland Archive Deposit Agreement. **sport**scotland engage with Laura Gould at NRS as our point of contact. **sport**scotland have designated: Scott Baxter Information Asset Manager As the Individual responsible for the chairing the appraisals and transferring agreed records of enduring value to the National Records of Scotland in line with agreed NRS archive deposit agreement.	
Element 8 Information Security	E8 Supporting Evidence
sportscotland is required to make provisions for a strong level of security and adequate control of its records in order to protect its information and information systems from unauthorised access, use, disclosure, disruption, modification, or destruction. **sport**scotland have in place appropriate technical and organisational measures to meet accountability requirements. Policies and associated guidance are communicated to staff via various methods including email, SharePoint, training and via our fortnightly “Inside Track” comms to all staff. Policies in place include: - **Information Security Policy**	RMP-E8-001 Email to all staff re IT security policies RMP-E8-002 Email to all staff re phishing scams RMP-E8-003 Email to all staff re phishing attempts RMP-E8-004 Screen Shot – ICT Policies on **sport**scotland SharePoint RMP-E8-005 Cyber and Awareness Training

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sportscotland has developed an Information Security Policy that outlines the objectives, principles, and responsibilities for safeguarding its records. The policy applies to all **sport**scotland staff, contractors, and other authorised third parties with access to the organisations IT products and services. **Access Controls** Access to records is restricted to authorised personnel only. The organisation implements access controls based on the principle of least privilege, ensuring that employees have access only to the records necessary to perform their duties. Access controls are managed through unique user accounts, passwords, and multi-factor authentication. **Encryption** **sport**scotland uses encryption to protect records in transit and at rest. Encryption ensures that records are secure and confidential, even if they are intercepted or stolen. The organisation uses industry-standard encryption protocols to protect records. **Backup and Recovery** **sport**scotland has a disaster recovery plan to ensure that records are available and accessible during a disaster or other unexpected event. The plan includes regular immutable data backups, with locally held copies and secondary ones shipped to the cloud. Test recoveries ensure that data held in backups is recoverable. **sport**scotland also maintains a colocation site with a "standby" copy of the production infrastructure. A data sync between the two sites runs several times each day. **Incident Management** **sport**scotland has a cyber security incident response plan to respond to security incidents involving systems and digital records. The process includes reporting and investigating incidents, containing, and mitigating their impact, and notifying affected individuals and authorities as necessary. **Cyber Awareness Training** **sport**scotland provides cyber awareness training to ensure employees understand the risks to electronic records and how to keep the organisation's data safe. Training includes e-learning, classroom-based training, drop-in sessions, NCSC Exercise in a Box, and mandatory cyber awareness training videos. **Compliance Monitoring**	RMP-E8-006 Email to cyber awareness training RMP-E8-007 Reminder Email to cyber awareness training RMP-E8-008-1 Inside Track comms to **sport**scotland staff RMP-E8-008-2 Inside Track comms to **sport**scotland staff RMP-E8-008-3 Inside Track comms to **sport**scotland staff RMP–E8–009 Information Security Policy RMP-E8-010 Access Control Statement MS365. RMP-E8-011 Access Control Policy RMP-E8-012 Cloud Computing Policy Please also refer: Element 10: Business continuity and vital records and Element 12: Records Management Training for staff.

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sportscotland regularly monitors and reviews its compliance with the Information Security Policy and related controls. Compliance monitoring includes review by third parties, including **sport**scotland's internal & external auditors and Cyber Essentials Plus assessors. **sport**scotland is committed to protecting its records from unauthorised access, alteration, disclosure, or destruction. The Information Security controls outlined in this element are implemented to ensure that the organisation achieves its objectives. **Sport**scotland have designated: Mark Murphy Head of ICT and Business Continuity As the Individual responsible for maintaining IT security and business continuity for **sport**scotland.	
Element 9 Data protection	E9 Supporting Evidence
sportscotland is committed to protecting the privacy and security of personal information processed throughout the organisation. **Sport**scotland have in place multiple privacy notices for specific areas within the organisation which allows us to be transparent regarding the information we process, which then enables individuals to determine what information we hold about them, how we use their information, how long we hold it and how they can exercise their rights. **Sport**scotland also has a suite of data protection policies and guidance in place. An active Information Asset Register (IAR) is in place, as required under Article 30 of the UK GDPR, which allows us to monitor all personal information processed throughout the organisation to ensure adherence of Data Protection principles. Other data protection registers also in place include: -	RMP – E9 – 001 Data Protection Policy RMP – E9 – 002 Personal Data Breach Procedure RMP – E9 – 003 Subject Access Request Policy RMP – E9 – 004 Data Protection Impact Assessment Guidance RMP – E9 – 005 Privacy Notices [add link to website page]

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• Data Breach Register; • Data Protection Rights Requests (Subject Access Requests) Register; and • Data Protection Impact Assessment Register. There is a requirement for **sport**scotland staff to complete Data Protection eLearning modules during their induction along with training modules received via email every two weeks. In order to demonstrate accountability, **Sport**scotland have appointed: Kerry Lochrie Information Governance and Data Protection Officer As the Individual responsible for monitoring internal compliance of data protection legislation, inform and advise staff of their data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority (Information Commissioner's Office).	Please also refer to: Element 8: RMP-E8-005 Cyber and Awareness Training
Element 10 Business continuity and vital records	E10 Supporting Evidence
sportscotland recognises the importance of maintaining a business continuity plan (BCP) and protecting vital records to ensure the organisation can continue operating during adverse conditions or a business continuity event. This element outlines **sport**scotland's approach to business continuity planning and managing vital records. **Business Continuity Planning** **sport**scotland has developed and implemented a BCP to ensure the continuity of critical business functions in the event of a disruptive incident. The plan is updated annually to ensure its relevance and effectiveness. **Vital Records** **sport**scotland identifies and manages its vital records by maintaining an Information Asset Register. The organisation ensures that vital records are protected and available when needed through a combination of	E10-001- Business Continuity Plan

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measures such as supporting multiple copies of electronic data through asynchronous replication, regular immutable backups and holding backups on-premises and shipping secondary copies to the cloud. **sport**scotland is committed to maintaining the continuity of critical business functions and protecting vital records. The BCP and vital records management controls outlined in this element are implemented to ensure the organisation achieves its objectives. **Sport**scotland have designated: Mark Murphy Head of ICT and Business Continuity As the Individual responsible for maintaining the **sport**scotland Business Continuity Plan.	
Element 11 Audit trail	E11 Supporting Evidence
sportscotland is required to make provisions for ensuring there are accurate representations of all changes that occur in relation to records held, including movement of records even if the content is unaffected. **Sport**scotland has audit trail mechanisms in place for electronic records, including (but not limited to): - • Document Management System: - **sport**scotland utilises MS 365 SharePoint as its corporate electronic document management system. This allows us to capture numerous auditable information including (but not limited to): - ○ Document creator. ○ Date of creation, modification and modified by. ○ Versions. ○ Final destruction date; and ○ Retention labels applied.	RMP-E11-001 Description of audit functionality RMP-E11-002 Paper Records Register

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• Email: - **sport**scotland utilises the functionality of an email management solution which supports MS Outlook and allows us to apply audit mechanisms to email, therefore allowing **sport**scotland to run monitoring reports when required. • Performance Data Management System: - The system used for processing athlete data has an in-built audit trail. Allowing **sport**scotland to store every view, creation, edit and deletion of a record. • Employee Management System: - The system in place has built in auditable tools which allows **sport**scotland to view various audits linked to login sessions, transactions, authorisations, and user journeys.	
Element 12 Records management training for staff	E12 Supporting Evidence
sportscotland is required to define and make available training and guidance for all staff with responsibilities for records management and ensure staff are appropriately supported. **sport**scotland have in place a combination of Records Management training and guidance to support staff in Records Management requirements and provide awareness of the **sport**scotland Records Management Plan All staff can access relevant e-learning modules and our digital guidance document. Staff with greater responsibility for processing information, specifically personal identifiable information will engage in more contextual live training sessions. All new staff joining the organisation are required to complete the Records Management digital guidance document as part of induction, as well as all Data Protection eLearning modules. This ensures staff are clear on their individual responsibilities, aware of **sport**scotlands record management processes, and aware of where to get additional information, support and guidance when required. **Sport**scotland have designated:	RMP–E12–001 Records Management digital guidance document RMP – E12 – 002 RMP – Records Management digital guidance document statistics of completion RMP-E12-003 RMP Presentation – Awareness Session RMP-E12-004 Information Asset Manager Training confirmation.

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Kerry Lochrie Information Governance and Data Protection Officer As the individual who is responsible for monitoring compliance with the **sport**scotland records management and data protection eLearning modules and escalating non-completion to Heads of Services. The Information and Data Protection Officer will also provide support and guidance as required. **Sport**scotland have also designated: Chani Caunt The Learning and Development Manager As the Individual responsible for ensuring **sport**scotland staff have access to generic records management training, and advising where further guidance can be obtained.	RMP-E12-005 **sport**scotland Induction presentation extract RMP-E12-006 Information Governance Coordinator Training Confirmation Please also refer to: RMP-E4-004 Electronic Information Storage Guidance; and RMP-E4-005 File and Folder Naming Guidance RMP-E8-002 Cyber and Awareness Training RMP – E9 – 006 GDPR Training Module Statistics RMP – E9 – 007 Attata Training Module Statistics
Element 13 Assessment and review	E13 Supporting Evidence
Section 1(5)(i)(a) of the Act states that an authority must keep its RMP under review. **sport**scotland is committed to ensuring its Records Management Plan, and associated polices and guidance are reviewed regularly and still appropriate to best support the business needs of the organisation and that any opportunities for improvement are identified and actioned.	RMP - E13 - 001 GDPR Documentation log RMP – E13 – 002 RMP Annual Assessment Checklist

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A review is conducted annually via the use of a records management annual assessment check list. The checklist is used to assess the adequacy of records management policies, guidance, systems, and procedures in place throughout **sport**scotland. The review is conducted by the Information Asset Manager, with each Head of Service within **sport**scotland being responsible for ensuring records held within their area of responsibility adhere to the **sport**scotland Records Management Plan and policies. **Sport**scotland have designated: Scott Baxter Information Asset Manager As the Individual responsible for conducting the review. **Sport**scotland have also designated: Kerry Lochrie Information Governance and Data Protection Officer As the individual who is responsible for ensuring the overall review is completed on an annual basis and engaging with relevant Heads of Service were required.	Please also refer to: RMP-E1-002 Information Governance Steering Group TOR RMP-E3-001Records Management Policy
Element 14 Shared information	E14 Supporting Evidence
sportscotland is required to have in place procedures for the sharing of information both internally and with external partners which ensures information sharing is necessary, lawful, and controlled. **sport**scotland have in place an Information Asset Register (IAR) which records details of information that is shared internally or externally.	RMP - E14 - 001 Data Sharing Agreement Template RMP – E14 002 Data Sharing Register

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sportscotland has in place a Data Sharing Agreement register which contains all data sharing agreements in place with 3rd parties. These agreements include details of the following (This list is not exhaustive): - • Business and legislative drivers for sharing data. • Purpose of data sharing. • Legal basis for sharing. • Description of data to be shared. • Data Subjects Rights; and • Security, risk, and impact of processing **sport**scotland complete Data Protection Impact Assessments prior to sharing information in order to assess the technical and organisation controls in place prior to sharing.	RMP – E14 – 003 DPIA in relation to data sharing - SENSITIVE Please also refer to: RMP-E4-001 Information Asset Form Template
Element 15 Public records created by third parties.	E15 Supporting Evidence
sportscotland must have in place adequate arrangements for the management of records created and held by third parties who carry out any functions of the authority. **sport**scotland have limited records created by third parties. Where **sport**scotland have contracts in place with 3rd parties, and the services include elements of records management, contracts in place include records management clauses ensuring 3rd parties adhere to **sport**scotlands records management plan and associated policies. Head of Services/Contract Managers are responsible for ensuring that services delivered within their area of responsibility are done so in line with **sport**scotland policies.	RMP-E15-001 Contract for Services Policy – Appendix B Contract Request Form RMP-E15-002 Contract for Services Policy – Appendix E.1 Sole Trader Contract Template RMP-E15-003 Contract for Services Policy – Appendix E.2 Company Contract Template

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