



Registers of Scotland

Security and Information Assurance

Registers of Scotland
Departmental Security Group
Policies and Procedures

Department	Security and Information Assurance (SIA)		
Topic	Information Policy		
Number	SIA02		
Amended	By	SIA	Date 11 July 2016

RoS is an information business. Information is one of our most valuable assets.

All information received from customers and our other stakeholders and all information created by RoS as part of our business must be looked after in a safe and secure manner in line with our legislative and policy obligations.

We have specific duties

(i) to provide open and efficient access to our registers and to other information we hold in terms of statutory requirements including the [Freedom of Information \(Scotland\) Act 2002](#) and

(ii) to safeguard personal data of staff and customers under the [Data Protection Act 1998](#) and Government policy requirements.

(iii) to comply with central Government requirements including the security policy Framework (SPF) and the Cabinet Office information assurance maturity model.

We publish an [information charter](#) which tells the public how we act responsibly with the information which they entrust to us.

Every director is designated as the **information asset owner (IAO)** for their directorate and has responsibility for ensuring that all information handled by their staff is dealt with in accordance with legislative and policy requirements.

All IAOs sit on the **information assurance group (IAG)** which is chaired by senior information risk owner (SIRO) for RoS and who is ultimately responsible for the security of all information held by RoS.

As information is so important to RoS and to our customers and stakeholders, we operate several individual Information policies, please see related files below.

Related links

- [Clear desk and screen policy](#)
- [Guidance for handling information](#)
- [Information security incident notification procedures](#)
- [Off-Site storage](#)
- [Security classification policy](#)
- [Safeguarding RoS information](#)