

## Executive Advisory Board Paper/Executive Team etc

The author must complete this page before submitting the paper to the Business Support Office.

### Publication

To demonstrate openness and transparency, all governance group papers will now be published on the website of Social Security Scotland. All governance group papers should be written in line with the Writing for Publication Guidance.

Papers which contain sensitive information which should not be published must set out the reasons why. The author must identify the relevant exemption which should apply. The exemption should be stated in the section below, with the reasoning for this decision. Please speak to the Data Protection and Information Governance team before submitting your paper if you are unsure which exemption may apply.

1. I am aware that this paper may be published in the public domain and I am content for the information to be published.
2. I believe information in this paper should be withheld from publication and that an exemption applies.

2.1. Please state the exemption and explain your reasoning:

FOI(S)A 2002 30(c), and 35(1)(g): disclosure would undermine our effectiveness in managing the risks identified, and intelligence could be used by malicious actors to their advantage, increasing the likelihood of successful perpetration and minimising risk of detection.

Paper Summary for Website Publication (max 100 words)

This paper applies specifically to the limited period of time for which special measures are in place to maintain service delivery whilst also satisfying social distancing measures required by the national COVID-19 response. It explains the data protection, security, fraud and error risks associated with remote working provisions being put in place for staff with access to client information systems, along with information in relation to mitigating controls which can be deployed.

Paper authors should write a short paragraph here to summarise the content of the paper.