

Audit and Assurance Committee

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Papers which contain sensitive information which should not be published must set out the reasons why.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:

Under Section 35(1)(a), “(1) Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice substantially—
(a) the prevention or detection of crime;”

Under section (38(1) (b)) of the Act. The information is exempt because disclosing the personal data would contravene any of the data protection principles in Article 5(1) of the General Data Protection Regulations.

Under section 39 (1) of the Act. The information is exempt if its disclosure under this Act, would or be likely to, endanger the physical or mental health or safety of an individual.

Paper Summary for Website Publication (max 100 words)

The scope of this review was to evaluate and report on the controls in place to manage the risk surrounding Social Security Scotland's mailroom arrangements to ensure there is appropriate governance, risk management and controls in place for the management of inbound and outbound mail.

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