

30th September 2008

Our ref: R00062

Freedom of Information request – Staff, data security policy and corporate plan

Your request to SEEDA is:

You have requested the name, title, mailing address and telephone number for the following roles within SEEDA:

- Name of Chief Executive
- Name and title of person responsible for Corporate Social Responsibility (CSR)
- Name and title of person responsible for Local Area Agreement (LAA)
- Name and title of person responsible for data security and governance
- Name and title of person responsible for Shared Services
- Name and title of person responsible for power consumption

You have also asked SEEDA to provide a copy of our data security policy and our corporate plan.

Information requested

We have populated your spreadsheet with the information requested and a copy of this is attached.

A copy of the SEEDA Policy for Data Security & Equipment Use is attached. Please note that this policy is currently being revised to reflect changes including increased security requirements that are being implemented. This includes the encryption of desktops and mobile devices including laptops, CDs and USB sticks. These enhanced security measures are a mandatory requirement from

Sir Gus O'Donnell, Secretary to the Cabinet, and were set out in his report: 'Data handling procedures in Government' published in June 2008.

The SEEDA Corporate Plan 2008-11 is available, together with a shorter Summary, on the SEEDA website at: [www.seeda.co.uk/Corporate Plan 2008-2011/](http://www.seeda.co.uk/Corporate_Plan_2008-2011/).