

## Scottish Biometrics Commissioner – Monthly Management Team Meeting

28 March 2024 @ Bridgeside House, Edinburgh

Attendees	Brian Plastow - Scottish Biometrics Commissioner (Chair) Cheryl Glen – Corporate Services Manager Diego Quiroz – Operations Manager Joanna Milne - Business Support Officer (Minutes)
Apologies	

Item	Subject	Discussion	Actions	Lead
1	<b>Welcome</b>	The Chair welcomed attendees to the Management Team Meeting		
2	<b>Review of Minutes, Actions and Matters Outstanding from Previous meeting</b>	<p>Minutes from the previous Strategic Management Team Meeting were reviewed. Wording change requested by the Operations Manager removing the word confirmed from section 10 of the previous minutes. It now reads as follows:</p> <p><b>Following a conversation with the Building Coordinator the Operations Manager brought to the team attention the potential changes which are being made to the office to accommodate the Patient Safety Commissioner.</b></p> <p>The minutes were otherwise accepted as accurate and approved for publication.</p> <p>The action log was reviewed and updated.</p> <p>No matters outstanding from previous meeting.</p>	<p>Minutes from previous meeting to be published on our website</p> <p>New action log to be created for 2024/25</p>	<p>BSO</p> <p>BSO</p>
3	<b>Operational Plan</b>	<b>Thematic Reports</b>		

		<p>The images review report was laid with the Parliament on 25 March. Several articles have been published on the back of the report.</p> <p>The next review will be on DNA. The ToR for the review will be brought to the Advisory Group in July. It is hoped that we will partner with the SPA and The Leverhulme Research Centre for Forensic Science on the review.</p> <p>The Commissioner also confirmed that if we have resource, he may approach the ICO to conduct a joint paper on the facial search function in PND.</p> <p><b>Laws of Retention</b> Operations Manager is currently reviewing research for the Laws of Retention report. The Commissioner also confirmed that a section on ethics will be required within the report.</p> <p><b>Complaints</b> No complaints have been received.</p> <p><b>Stakeholder Engagement</b> Operations Manager</p> <ul style="list-style-type: none"> <li>• Attended Biometrics Point of Contact meeting.</li> <li>• Attended Digital Identity meeting on Promoting Living with AI.</li> </ul> <p>The Commissioner</p> <ul style="list-style-type: none"> <li>• Attended meeting with Scottish Government and academics on the laws of retention research available.</li> <li>• Met with the SPCB.</li> <li>• Attended FINDS meeting in London.</li> <li>• Attended meeting with the Met Police</li> <li>• Met ICO to discuss the laws of retention</li> <li>• Monthly Police Scotland meeting</li> </ul> <p><b>Newsletter</b></p>	<p>Remove compliance assessments from the MMT agenda</p>	
--	--	--	--	--

		Business Support Officer confirmed the newsletter will be issued late June to accommodate an article about the conference.		
4	<b>Policies and Procedures</b>	<p>The Corporate Services Manager reminded the team to review the amended leave policy.</p> <ul style="list-style-type: none"> <li>▪ The Strategic Risk Register is under review and amendments will be made once confirmation of seconded position are confirmed.</li> <li>▪ ToR for the Advisory Audit Board (AAB) will be reviewed at the meeting later in the year once Andy Shaw steps down as chair.</li> <li>▪ Business Continuity plan has been added to Teams for input</li> <li>▪ Working for the SBC policy is to be reviewed and updated</li> <li>▪ Shared Services Agreement with the SPSO to be reviewed</li> </ul>	<p>Leave Policy to be reviewed.</p> <p>CSM to liaise with NRS re when to submit our Deletions Policy re Complaints against the CoP</p>	<p>All</p> <p>CSM</p>
5	<b>Audit(s)</b>	<p>The external audit for this year has already started and will be ongoing until the end of July.</p> <p>Dates for future internal audits have yet to be determined.</p>		
6	<b>Data Protection</b>	<p>Due to meetings the Corporate Services Manager and Business Support Officer were unable to attend the next DPO (Data Protection Officer) meeting and has therefore provided them with an update and will circulate the minutes where appropriate.</p> <p>CSM reminded the team to complete their data protection training and add it to the training log once completed.</p>	<p>Team to complete their data protection refresher training.</p>	<p>All</p>
7	<b>Cyber Security</b>	<p>Cyber Essentials accreditation being renewed next week.</p>	<p>CSM to liaise with SPSO re accreditation renewal and intelligence shared re cyber security threats and trends</p>	<p>CSM</p>

8	<b>Training</b>	OM awaiting confirmation of acceptance to AI and the Law course. The course is part of the Summer School on the law, ethics and policy of artificial intelligence at Ku Leuven University in Belgium. Would be a nine-day course during the first week in July, OM will find out in April if they have been accepted.		
9	<b>Annual Leave / Flexi Leave</b>	The Commissioner and team provided updates of the holidays which have already been booked.		
10	<b>AOCB</b>	<p>CSM confirmed Objective Connect will shortly introduce multifactor authentication. Currently unknown what this means for gaining access, but the CSM will disseminate relevant information and/or guidance to the team once known.</p> <p>Team telephony started today, and calls will now appear on laptops. A hunt group has now been set up to ensure calls can be answered.</p> <p>BSO confirmed a company has been approached to provide a quote for branded notebook and pen for the conference. To be ordered in the next few weeks.</p> <p>The Commissioner confirmed the secondment for the new director has been approved by Police Scotland so recruitment will get under way.</p> <p>Staff Strategic Away day organised for 7 May in Perth.</p> <p>The Commissioner requested that the team read the Scheme of Governance and take cognisance of authority levels.</p>	<p>CSM to liaise with SPSO re 'alerts' received by the team from Objective Connect</p> <p>Scheme of Governance to be read and understood by team</p>	<p>CSM</p> <p>All</p>