

Curriculum Vitae Paul Gibbons

Paul Gibbons is an expert in information rights law and information management, with many years of experience in the field. Beginning his career in the pharmaceutical industry supporting research and development, he has also served the UK Parliament as Parliamentary Records Manager. Following this, he worked for the London Mayor's Office (the Greater London Authority), a London Healthcare Trust and a college of the University of London. He has become well known in the UK public sector and beyond for his FOI Man blog, and is regularly invited to speak and write about information rights matters.

Records Management experience

- Professionally qualified (MSc Econ Archives Administration) with 20 years' experience
- Drafted records management policies for Greater London Authority and SOAS, University of London
- Conducted records surveys at Greater London Authority and SOAS, University of London
- Drafted and maintained retention schedules for Portsmouth City Council, Houses of Parliament, Greater London Authority and SOAS, University of London
- Began implementation of functional classification scheme across Houses of Parliament as documented in P. Gibbons and C. Shenton (2003), "Implementing a records management strategy for the UK Parliament: the experience of using Keyword AAA", *Journal of the Society of Archivists*, vol 24, issue 2
- Raised awareness of records management, including providing training and guidance to colleagues in a range of organisations
- Member of IRMS working group that developed the first version of the *Local Government Classification Scheme*, a national standard for file plans
- Produced specification for Parliamentary EDRM project and contributed to specifying requirements for the Greater London Authority's correspondence management system based on Open Text's LiveLink; knowledge of relevant standards such as *MOREQ2*
- Experience of using Microsoft Sharepoint and knowledge of its strengths and limitations
- Advised on project to digitise Mayoral Approval Forms at Greater London Authority, referencing the technical standard *BS 0008*
- Recruited and managed records management staff at a number of organisations; have managed teams ranging from 2 to 18 in number
- Managed and procured records management services, in particular contracts with out-sourced records storage services
- Speaker at Information and Records Management Society conference and other events on several occasions; have also lectured UCL records management students on the impact of freedom of information and data protection on records management
- Deliver training courses on records management for Act Now Training.

Career to date (reverse order)

Act Now Training and other clients	Freelance consultant and trainer in information rights, 2012 – (full-time from 2014)
SOAS, University of London	Information Compliance Manager, 2010 - 2014
Croydon Healthcare NHS Trust	Information Governance Manager, 2009 - 2010
Greater London Authority	Information Governance Manager, 2003 – 2009; Acting Head of Information Services, May – September 2008
House of Lords	Parliamentary Records Manager, 2001 – 2003
Portsmouth City Council	Modern Records Archivist (Records Manager), 1999 – 2001
Pfizer Central Research	Trainee, 1994-1995; Assistant Records Manager, 1997-1999
Commission for the New Towns	Records Officer (Assistant Records Manager), 1996 - 1997

Professional Qualifications

2014	BCS Certificate in Freedom of Information
2013	BCS Certificate in Data Protection
2007	Endorsed Award from the Institute of Leadership and Management
2000	Achieved Registered Member of the Society of Archivists (RMSA) status

Currently a member of the Information & Records Management Society (IRMS), British Computer Society (BCS) and National Association of Data Protection Officers (NADPO).

Education

2006-2008	Northumbria University	LLM Information Rights, Law and Practice (with distinction)
1995-1996	University College of Wales, Aberystwyth	MSc (Econ) Archive Administration and Records Management
1991-1994	University of Birmingham	BA (Hons) Ancient and Medieval History