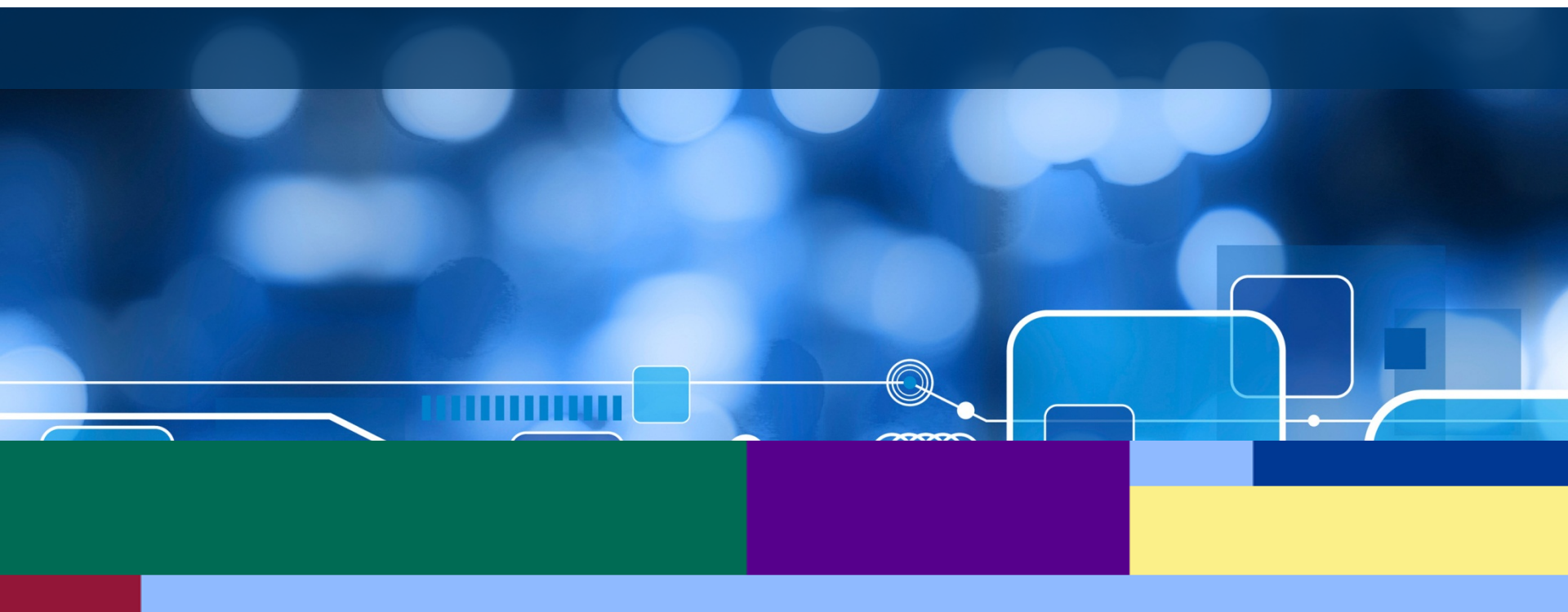


Information Governance Information Asset Management

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- Information Governance Framework
- Role of the SIRO, IAO and IAA
- Information Assets
- Data Flow Mapping
- Business Continuity
- Information Risk Management



Objectives

- To understand the role and responsibilities of the SIRO, IAO and IAA
- To know how to identify an information asset and complete the information asset register
- To know how to identify and log data flows
- To understand information risk management and risk assessment information assets and data flows

Information Governance Framework

Accountable Officer

Has overall responsibility to ensure that information risks are assessed and mitigated to an acceptable level

Senior Information Risk Owner (SIRO)

Responsible for ensuring that information risks are managed appropriately

Information Asset Owner (IAO)

Responsible for the day to day management of information risk for their assets

Information Asset Administrator (IAA)

Responsible for the creation and maintenance of the Information Asset Register

Information Governance Toolkit Requirement

- There is an information asset register that includes all key information, software, hardware and services

- [14-316](#)



Microsoft Excel
Worksheet



Identifying Information Assets

- Does it have a value to the organisation?
- Does the group of information have a specific content?
- Does the information have a manageable lifecycle?
- Is there a risk associated with the information?

Information Asset Examples

- A database of contracts
- All files associated with a specific project
- Paper records (service users, patient records and staff records)
- Paper reports (clinical, research, service evaluation, complaints etc.)
- Laptops, smartphones, memory sticks
- Back-up data, archived data, audit trail data

Potential Information Risks

Consequences to the organisation could impact on its finances, legal obligations and reputation:

- Lack of effective procedures, governance and controls
- Staff training, awareness of policy / procedure
- Third party supplier failure / ICT failure

Data Flow Mapping

IG Toolkit requirement (322 series):

“All transfers of hardcopy and digital personal and sensitive information have been identified, mapped and risk assessed; technical and organisational measures adequately secure these transfers”



RequirementDocuments/IGT_Requirement_322_VOL_v14_0.pdf

Adobe Acrobat
Document



What is a Data Flow?

The transfer of information from one location to another:

- Inflow / outflow / both
- Internal / external transfers
- Format i.e. hard copy or electronic
- Method of transfer e.g. automated systems, email, fax, post, by hand, courier etc.

Business Continuity Planning

- Major assets of the organisation which are business critical or require for business continuity will require a Business Continuity Plan
- Do not assume this only applies to 'IT' related problems
- Assets that are hosted externally by an third party require an IAO within the organisation

Information Governance

Any Questions Please?



This training material has been produced by HBL ICT Services in association with Ruth Boughton, Information Governance Manager for Herts Valleys Clinical Commissioning Group

