

COURSE PROGRAMME

Information Asset Owner Training

Background

The role of the Information Asset Owner (IAO) is essential. It has been an implicit requirement on all NHS organisations as part of the Information Governance toolkit for at least a few years. However the catalyst to bring the role to the fore has been the data losses experienced in the public sector (and others) in 2007/08 and beyond. The role is a keystone in any organisation's development of an information risk management framework. Without IAO's the Senior Information Risk Owner (SIRO) has no eyes and ears, and the information governance lead faces an uphill struggle to assure that the organisation is fulfilling all its legal and regulatory requirements when handling any data. It is essential in establishing robust systems to safeguard and risk assess information management.

9.30 Coffee and Registration

9.45 Introduction and Welcome

10.00 Background to the Information Assurance, the SIRO and the IAO

- O'Donnell Report, Poynter Report, Thomas Walport Review
- Corporate governance
- Legal framework
- Key issues nationally and locally
- Implementing a framework
- Cases and Discussion

11.15 Coffee

11.30 Role and Responsibilities

- Key actions
- The Information Asset Owner
- Definitions, key relationships and working with information asset administrators
- Relationship to the Information Governance (IG) Group, the IG Toolkit and the Board
- Reporting to the SIRO
- Cases and Discussion

12.00 Information Security

- Processes and Systems
- Assessing and Mitigating Risk
- Legal, technical and human aspects
- ISO 27001 and related standards
- Business Continuity Planning
- Cases and Discussion

13.00 Lunch

13.45 Information Security Management System

- Information Asset Log
- Identifying assets
- Completing the Log or Register



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- Forensic Readiness
- Cases and Scenarios

14.45 Privacy Impact Assessments

- Who needs to be involved?
- New projects
- Cases and Discussion

15.15 Tea

15.30 Embedding new systems

- Training and Awareness
- Developing the culture
- Reporting incidents and SUI
- Review
- Audit and Reporting

16.00 The Future-what does it hold?

- Action plans
- Cases and Discussion

16.30 Close