

Professional Information Asset Officers Programme

Duration:

One day

Objective

Research in the field of information asset management indicates that information or data users often fail to comprehend the level of negative impact that a loss of sensitive, or high value information has on organisations or individuals.

This programme is designed to provide participants with the knowledge, skills and contextual understanding necessary to fulfil the role of Information Asset Officer in an efficient, effective and professional manner.

Contents

The programme is designed to dovetail with our Information Asset Managers Programme and our Information Risk Audit and Information Asset Policy Development services.

Key Content Areas:

The purpose and business benefits of taking a professional approach to information asset management

The information asset officers (IAO) role and its importance to the efficiency, effectiveness and resilience of the organisation

Understand the operational tensions between information security and the operational needs of access

Develop and understanding of risk, and impact of IAO process failure – Loss, Theft or Unapproved Release

The IAO, their place and function within the organisations information assurance and governance requirements

Understand and control internal and external risks to information assets and the impact of compliance failure

Understand the challenges of managing the information holding spectrum – Hard Copy Format – Mixed Formats – Electronic Format and it's impact on:

Process Administration and movement tracking

The importance of maintaining a professional Information Risk Register, document identification and filing protocols

Hard Copy and Electronic Information Security

Risk Designation / Scoring – (Caveating / Security / Sensitivity Marking)

Retention and Disposal Policy and Practice

Restrictions of access

Access to Information processes:

DPA

FOIA

EIR

...as they apply to your organisation.

Who should attend

This course is ideally suited for anyone who is new to the role of Information Asset Officer or is currently in the role but has had no prior formal training.

Course benefits

The development of an appreciation of information value and worth to the information:

Provider

Owner

Recipient

The development of a common understanding of police application, procedures, processes and protocols

The development of resilience based upon operator knowledge and competency

The development of risk; its identification, measurement, management/mitigation and predetermined actions to be implemented in the event of a suspected or actual breach of the data / information security.

Additional information

In order enhance participant learning and to ensure high levels of knowledge transfer from the classroom to the workplace the programme has been designed around high levels of participant engagement. These will take the form of a range of practical activities and IAO scenarios which will reinforce the subject knowledge element delivered by the facilitator.

Certificates

All delegates who attend this course shall receive a Certificate of attendance.

Trainers background