

# Information Governance Audit Tracker

## Executive Summary

### 1. Completed Actions Within Period (19.03.18 - 20.04.18)

- 3.1 j 1. 1. Any transfers to 3rd countries must be supported by binding corporate rules and standard contract clauses.
- 3.1 j 4.2. Ensure you communicate the requirements of the General Data Protection Regulation to your suppliers.
- 3.1b 1. Move to the 'Policy on a Page' model (template supplied) to ensure your policies are easy for your staff to understand and consume; and conform to a corporate template.
- 3.1b 3. A policy review log should be initiated, capturing version changes, and providing the opportunity to collate issues/resolutions ahead of the policy review.
- 3.1c 1. Incorporate reporting on the following areas into the Organisation Performance report, at a minimum containing statistical representation of performance across the following regimes:
  - Freedom of Information/Environmental Information Regulations compliance
  - Subject Access Requests compliance
  - Information Security
  - Security Incidents
  - Complaints
  - Records Management
  - Information risk management.

### 2. Audit Actions Update

Total number of Audit Actions on this Tracker 124  
 Audit Actions Open last time 69  
 Audit Actions Open this time 50  
 Status of Actions (Red = Action Open and Not Being Worked; Amber = Action Open and Being Worked; Green = Action Complete and Closed)

#### 3.1 Governance Framework

Red	1
Amber	18
Green	30
Total	49

#### 3.2 Privacy by Design

Red	0
Amber	31
Green	44
Total	75

### Open Action Owners

										
Tracy King	Sheldon Dyer	Claire Budgen	Roy Carter	Charles Thomas	Jan Swanwick	Colette Black	Hollie Nicholson-Thomas	Jon Doherty	Hope Osayande	
Open Actions 12	Open Actions 1	Open Actions 6	Open Actions 7	Open Actions 1	Open Actions 11	Open Actions 1	Open Actions 2	Open Actions 0	Open Actions 9	
Closed Actions 26	Closed Actions 3	Closed Actions 3	Closed Actions 14	Closed Actions 3	Closed Actions 8	Closed Actions 1	Closed Actions 0	Closed Actions 1	Closed Actions 11	Closed Actions (unassigned) 4