



Information-Check

Data Protection & Information Audit,
Compliance Implementation Services and Privacy Impact Assessments

Information-Check provides an independent examination of your information processes to determine if they're aligned with existing policies and procedures, and whether they meet the requirements of the Data Protection Act 1998.

Introduction

The pace at which Information is being collected and stored is growing at an ever increasing rate. Much of this information is needed in order to make cost savings and to provide better services, but as more and more data is gathered the greater the risk of an information breach.

Organisations that hold information inspire trust and confidence through their ability to mitigate risk and achieve compliance with the Data Protection Act 1998. This is especially the case in the public sector and with private companies holding large amounts of personal or sensitive data.

In order to ensure legal compliance, it is essential to have a clear understanding of your current position and the most appropriate method for achieving this is by conducting a Data Protection & Information Audit.

Information-Check Overview

QT&C Information-Check services combine legal compliance and information security best practice to ensure all information security threats and vulnerabilities are identified.

Our unique approach follows the audit methodologies outlined by the Information Commissioners Office but also incorporate best practice guidelines contained within ISO/IEC 27002:2005 (code of practice for information security management) and ISO/IEC 27005:2008 (the information security risk management standard).

All services are tailored to meet the needs of the specific environment, situation and customer's requirement. Projects are also planned and delivered within set timeframes with fixed costs.

On completion of the initial Data Protection and Information audit, QT&C can assist with the implementation of recommendations and also develop a bespoke Privacy Impact Assessment (PIA) framework to ensure future projects are planned correctly from the outset - ensuring compliance is continuously maintained.

Information-Check Benefits:

- **Baseline Assessment**
Ascertain baseline standards to establish your current position and level of compliance.
- **Mitigate Risk**
Lower the threat of information leakage and security incidents.
- **Reduce Costs**
Realise costs efficiencies by enhancing information incident reporting and security management.
- **Build Trust**
Assure stakeholders, customers and suppliers of legal compliance.
 - Secure new contracts.
 - Maintain the supply chain
- **Demonstrate Compliance for:**
 - Information Assurance Maturity Model (IAMM) assessments.
 - Information Governance Toolkit assessments.
 - ISO/IEC 27001 certification.
 - Alignment to the Security Policy Framework (SPF).
 - Safe Harbor.

Data Protection and Information Audits

Audits can be conducted at a number of levels starting with a high-level adequacy audit progressing to a full in-depth compliance audit. All audits will produce a gap analysis and will lead to an implementation programme in order to attain compliance.

QT&C support options range from project scoping and oversight through to a fully outsourced solution.

The audit process will be conducted respectfully, and without judgement. Our objective is to establish the facts which will lead to either the development or confirmation of an efficient data protection and information system.

Prior to commencement, QT&C needs to understand the working environment, business units and key processes which are to be audited. This process usually takes around one working day and will include the development of bespoke audit form.

Depending on the level of involvement required, QT&C will either conduct the audit in full, including employee interviews, or guide the audit team through the process.

On completion, QT&C will analyse the data and present a detailed report for each of the individual business areas included within the audit.

An executive summary will provide an overview of the main observations outlining areas of concern and positive interest. Observations will be presented in a table, assigned a risk factor and accompanied with recommendations to address any identified gaps.

Compliance Implementation Services

Implementing recommendations to address the gaps identified within a Data Protection and Information Audit can be a complex operation.

QT&C can assist with this process, offering a full compliance implementation service tailored to your requirements.

Using a two-tiered approach our objective is to focus upon the most significant areas of risk as well as identifying any quick wins. Working together, QT&C will help you deploy a structured implementation plan to achieve and maintain compliance.

Privacy Impact Assessment (PIA) Framework

The Information Commissioner believes adopting a proactive approach will offer significant benefits to UK organisations. Advantages of this approach include: cost savings, a reduction of risk and most importantly “inspiring the public’s trust and confidence in what happens to their personal information”. (ICO, PIA Handbook)

Absorbing a PIA framework into risk management activities will reduce the need for in-depth data protection and information audits in favour of an annual compliance check.

Following on from an audit, QT&C can provide a bespoke PIA framework which will demonstrate your commitment to safeguarding personal information.

Why conduct an audit:

QT&C Information-Check services can assist with the following business requirements:

- **Information Classification**
Identify the types and formats of data held within the organisation.
 - Is it personal data?
 - Is it subject to the Data Protection Act 1998?
- **Information System Verification**
Verify the existence of an adequate Data Protection and Information System, looking at:
 - What resources currently exist?
 - What are the threats and vulnerabilities?
 - What resources are required?
 - Employee awareness.
 - Employee understanding & comprehension.
 - Employee acceptance & adherence.
 - Service level agreements, suppliers and partners.
- **Data Flow Mapping**
Identify Information flow mapping processes and confirm alignment with policies.
- **Data Handling**
Determine methods and practices in relation to:
 - Collection of data
 - Disclosure / Subject Access
 - Notification
 - Retention & document life cycle
- **Security Investigations**
To establish the source of information security breach.
- **Future Planning**

Talk to us Today!

If you'd like more details fast,
we're waiting for your call

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