



INGENIOUS FILING, INSPIRED RESULTS

## **INFORMATION GOVERNANCE FRAMEWORK FOR INSTITUTIONS AND ORGANISATIONS.**

### **Table of Contents**

<b>1 OVERVIEW INFORMATION GOVERNANCE</b>	<b>2</b>
<b>2 INFORMATION GOVERNANCE DEFINITIONS</b>	ERROR! BOOKMARK NOT DEFINED.
<b>3 DEFINITION OF SCOPE</b>	ERROR! BOOKMARK NOT DEFINED.
<b>4 PURPOSE – PROGRAM STRATEGY</b>	ERROR! BOOKMARK NOT DEFINED.
<b>5 PRINCIPLES</b>	ERROR! BOOKMARK NOT DEFINED.
<b>6 GOVERNANCE TEAM AND OPERATION – INFORMATION AGENTS</b>	ERROR! BOOKMARK NOT DEFINED.
<b>7 INFORMATION ARCHITECTURE</b>	ERROR! BOOKMARK NOT DEFINED.
<b>8 PROCESS DESIGN AND IMPLEMENTATION</b>	ERROR! BOOKMARK NOT DEFINED.
<b>9 ARCHITECTURE AND TECHNOLOGY</b>	ERROR! BOOKMARK NOT DEFINED.
<b>10 OPENNESS</b>	ERROR! BOOKMARK NOT DEFINED.
<b>11 LEGAL COMPLIANCE</b>	ERROR! BOOKMARK NOT DEFINED.
<b>12 INFORMATION PROTECTION AND SECURITY</b>	ERROR! BOOKMARK NOT DEFINED.
<b>13 INFORMATION QUALITY ASSURANCE</b>	ERROR! BOOKMARK NOT DEFINED.
<b>14 MONITORING COMPLIANCE AND EFFECTIVENESS</b>	ERROR! BOOKMARK NOT DEFINED.

Information Governance Framework \_2018

Inbox Filing Solutions

Tel no. +27 (0) 21 852 7500

Fax no. +27 (0) 86 550 7049

Reg 2008/142837/23

<https://inboxfiling.co.za/>

<b>15 THIS FRAMEWORK SHOULD BE READ WITH THE UNDERMENTIONED POLICIES AND LEGISLATION</b>	ERROR! BOOKMARK NOT DEFINED.
<b>16 INFORMATION PROCEDURES</b>	ERROR! BOOKMARK NOT DEFINED.
<b>17 WORKING WITH THIRD PARTIES</b>	ERROR! BOOKMARK NOT DEFINED.
<b>18 DATA STORAGE AND STORAGE DEVICES</b>	ERROR! BOOKMARK NOT DEFINED.
<b>19 REMOTE WORKING</b>	ERROR! BOOKMARK NOT DEFINED.
<b>20 BRING YOUR OWN DEVICE (BYOD)</b>	ERROR! BOOKMARK NOT DEFINED.
<b>21 METADATA MANAGEMENT</b>	ERROR! BOOKMARK NOT DEFINED.
<b>22 DIGITISATION</b>	ERROR! BOOKMARK NOT DEFINED.
<b>23 E-MAIL MANAGEMENT</b>	ERROR! BOOKMARK NOT DEFINED.
<b>24 DISASTER RECOVERY, CONTINGENCY AND BUSINESS CONTINUITY</b>	ERROR! BOOKMARK NOT DEFINED.
<b>25 DISTRIBUTION</b>	ERROR! BOOKMARK NOT DEFINED.
<b>26 ACKNOWLEDGEMENT</b>	ERROR! BOOKMARK NOT DEFINED.

## **1 Overview Information Governance**

Information Governance can be viewed as an umbrella concept that describes all information management activities. It includes the following elements:

*Cybersecurity*

*Information Management*

*Records Management*

*Data Governance*

*Privacy*

*eDiscovery*

*Data Analytics*

*Risk and Compliance*