IAO Job description

Job Purpose

Post Holder may be the Information Asset Owner for various systems within their department; as such they will understand and address the risks to these systems making SIRO aware of risk and providing assurance.

Duties and Responsibilities

* Maintains understanding of IAO ‘owned’ assets, the risks associated with them and how they are used.
* Approves and oversees the disposal mechanisms for the IAO information asset when no longer needed.
* Knows what IAO information is held and who has access to it for what purpose.
* Takes visible steps to ensure compliance with the Trust’s Information Governance Policies and ensures that they are embedded into all Policies, SOP’s and training material that relates to their asset.
* Understands and addresses risks to the information asset and provides assurance to the SIRO.

• Ensures that changes to the information asset are documented with a formal sign off from the IG department following the undertaking of a Data Protection Impact Assessment (if necessary).