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Cyberlaw Information Governance

Cyberlaw

Information Governance (IG) comprises the activities and technologies that organisations employ to maximise the value of their information while minimising associated risks and costs.

The goal of IG is to make sure information can be found and is handled appropriately ensuring its confidentiality, integrity and availability. You will need to identify what information you must keep and get rid of information you do not need to keep (unless it has business value and you choose to keep it).

Components for IG success

- Delivering value to the business
- Managing risks and costs
- Reliance on technology

In a survey undertaken by the Information Governance Initiative*, almost twenty business activities were identified as requiring co-ordination under the IG function with the result that a multi-disciplinary approach is required to successfully embed IG in the business.

Success comes by understanding the regulatory requirements applicable to the business and by managing the changes brought about by new IG strategies, frameworks, plans, policies and processes.

These activities include information management, cyber security, compliance, privacy, risk, data storage and analytics, data science and more.

Information is exploding, especially unstructured information, whilst paper continues to proliferate. Global regulatory reform and scrutiny are increasing. Cloud, AI, big data and social media are driving corporate and individual behavior, and consumerisation. All these and other factors are transforming both IG challenges and business benefits.

**The Information Governance Initiative (IGI) is a cross-disciplinary consortium and think tank dedicated to advancing the adoption of information governance practices and technologies through research, publishing, advocacy, and peer-to-peer networking. www.iginitiative.com*

If you would like assistance
with any cyberlaw related
issues, please contact:

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Successful IG

Corporate information systems and technologies are now less corporate, more mobile. They are more susceptible to breach and cyber threat. Records are held in cloud and unknown repositories, ‘virtualised’ across numerous jurisdictions. New kinds of information, such as personal information, impact upon national and global business imperatives. As consumer devices and services enter the business, old concepts of securing information have become obsolete. The demand for evidence (finding the information needle in the haystack) expands proportionally, with evidence emanating from social media estimated to double every year.

The role of technology: IG is simply not possible without the technologies that manage information through its lifecycle, from creation and receipt to content cleanup, file analysis, intelligent migration, identification of high value and high sensitivity, through to discovery. Technology adoption without expertise in the application of the principles of information governance will not solve regulatory or business issues.

Leadership is the first and most important step to achieving IG goals. IG policy will determine your stance, culture and required behavior within the business. Management must lead. Management must also sponsor, both the IG project and the IG project budget.

Relationship with Corporate Governance (CG): According to the Governance Institute of Australia, CG “encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account...”, so while IG is a sub-set of the umbrella CG, all of the facets of IG are part of CG. Notably, it is the management of information that will provide the evidence to support claims to both kinds of governance.

Winners and losers: According to Barclay Blair (IGI founder) “Global organisations face an increasingly complex information governance environment”, and “... the difference between winners and losers in the Information Age will be those organisations that can effectively manage and marshal valuable information while not allowing the redundant, trivial, and outdated information to be a distraction”.

Information Governance Services**IG Strategy and planning across all media types**

- Strategy development
- Framework development
- Policy development, review and update
- Procedure development, review and update
- Standards development, review and update

Information Remediation

- An IG process that brings order to information. It is not merely deletion, although deletion can and often is a significant part of an information remediation project. Information remediation is focused on the overall management of information and enabling critical IG activities; cleaning up, organising and migrating information

Assistance with understanding IG technologies for

- Records and information management
- Information security
- Data storage and archiving
- Content cleanup and consolidation
- Identification of high value and high sensitivity data
- Development of handling criteria and systems architecture
- Intelligent migration of unstructured information from one system to another
- Commissioning an archive or system
- Big data analytics
- Cloud service integration

Compliance

- Legal and regulatory requirements
- Cost-effective, defensible support for legal activities
- Development of retention and destruction schedules linked to business classification schema
- Defensible deletion and e-discovery
- Implementing legal and hold tracking
- Business efficiencies
- Enabling knowledge workers to extract value, drive collaboration, innovation, and productivity
- IG is a business-enabling function that powers data-driven business models and insights, not just records management
- Building operational IG models, including RACI matrices to manage performance
- License, outsourcing and retainer services

Executive mandates, board charters and IG roles

- Creating a senior role for IG in complex information environments which should appoint a Chief Information Governance Officer (CIGO)
- Development of board charters and delegations of authority

Financial quantification

- Assistance with financial considerations critical to the success of IG projects

We provide flexible fee engagement and retainer models to assist you achieve your IG goals.

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