

In this assignment, you will continue to think about your online grocery app by creating an information governance framework for your company. Develop document that has these elements:

- A Definition of Scope
- A set of roles and responsibilities
- A list of information policies needed
- A list of procedures
- A list of issues about working with third parties

Creating an information governance framework for my grocery app will have to meet several components of decision rights and accountability to managing information. Here is my Framework:

Information Governance Document for “Ethnic Grocery Store”

Scope of the plan,

The Information Governance framework is intended to benefit the organization by:

- Ensure decisions are made timely at the appropriate level.
- Provides strategic leadership and direction.
- Fosters a culture of accountability and transparency.
- Provides oversight and guidance to improve the potential for success.

This document covers all staff that create, store, share and dispose of information. It sets out the procedures for sharing information with stakeholders, partners and suppliers. It concerns the management of all paper and electronic information and its associated systems within the organization, as well as information held outside the organization that affects its regulatory and legal obligations.

Roles and Responsibilities-

Information Governance Committee -The governance committee is responsible for all information matters ranging from compliance, strategy and infrastructure to metadata standards and privacy.

- Identify information risks and mitigate those risks including those associated with security, access, privacy, continuity, management and cost.
- Advise on resource allocation to manage information assets over their life, including infrastructure planning and management. This is based on information costs and benefits.
- Approve business cases for the procurement of business systems to ensure they meet information needs and standards.

- Implement an information management workforce plan so appropriately skilled and specialized staff is available in the organization.

Members of this committee: CEO, General Manager of the Store, VP of Finance, Account Manager, VP of HR, Chief Information Officer, Senior Manager of IT, and Product Manager.

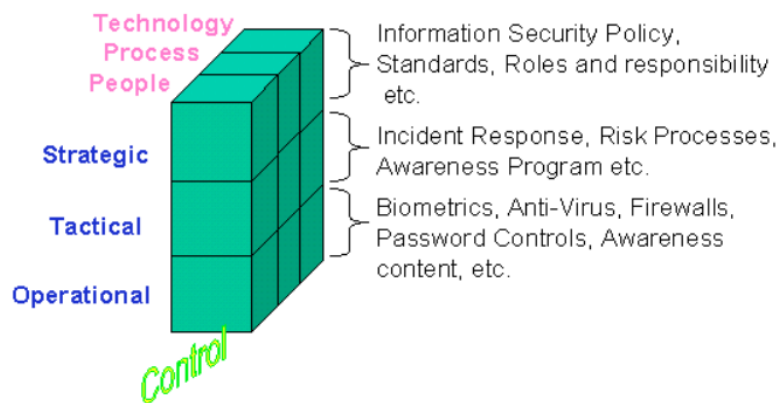
Information Governance Team -The governance team is part of the wider Information Management and Technology department.

- Framework to how our organization handles general information
- Framework to how our organization handles deletion of information
- Framework to how to handle the personal and sensitive data relating to our customers
- Framework to how to handle the personal and sensitive data relating to our Employees
- Framework to how to handle Information Security
- Framework to how to handle IT Security

Members of this team: Chief Information Officer, Senior Manager of IT, DBA, VP of HR, Product Manager, Account Manager, and Senior Web Analysts.

Information Risk Management – Is the relationship between IT security and IT risk the organization is willing to take.

- Framework to long-term and short-term tactical and operational objectives
- Framework to application of risk management methods to Information technology
- Framework to business risk and cost associated with the use, ownership, operation, and involvement



Information Asset Management - All information assets shall be managed at organization level. The ownership of the information assets shall reside with the organization and individuals are assigned and made responsible and accountable for the information assets.

- Specific Individuals shall be assigned with ownership, custodianship, operational usage

- Specific Individuals shall be assigned with support rights of the information assets
- Framework for Statutory Legislations, Statutory Regulations, Organizational Regulations, Organizational Policies Contractual rights & obligations.
- The users are bound by the acceptable usage policy of the organization

The responsibilities of the Asset owner are as follows:

- Updating of information asset inventory register
- Identifying the classification level of information asset
- Defining and implementing appropriate safeguards to ensure the confidentiality, integrity, and availability of the information asset
- Assessing and monitoring safeguards to ensure their compliance and report situations of non-compliance
- Authorizing access to those who have a business need for the information, and ensuring access is removed from those who no longer have a business need for the information

Members: Director of Information Management, Information Security Officer, Chief Information Officer, Data Operators, Employees, Third parties, contractors, legal owner.

Records Manager –Is responsible for records management in an organization.

- Follows the framework plan to appropriate management of the records' lifecycle
- Provide access to accurate records for a range of operational and strategic purposes and ensure that legal obligations are met.
- Constructing a reasonable level of protection to records (i.e. private, confidential, privileged, secret or classified)
- Ensuring the availability of critical records during or after crisis
- Applying protection control (security, access control, storage, declassification, from creation to disposition)
- Ensuring that organization's information policies, codes of conduct, ethic rules are met.

