



Building Integrity and Trust



MINISTRY OF COMMUNICATIONS



2017  
**DATA PROTECTION  
CONFERENCE**



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Data Protection – The Foundation for Information Management/Archiving and Records Management

# Lifecycle of a record

- Creating
- Controlling & storing
- Transmitting & transporting
- Retention & archiving
- Disposal & destruction



# Creating records

- Fair processing notices
- Security classification
- Establishing access rights to the information
- Privacy impact assessments
- Data quality and accuracy audits or checks



# Classification of records



# Controlling & storing records

- Indexing records
- Information asset risk management
- Physical security controls
- Maintaining access controls



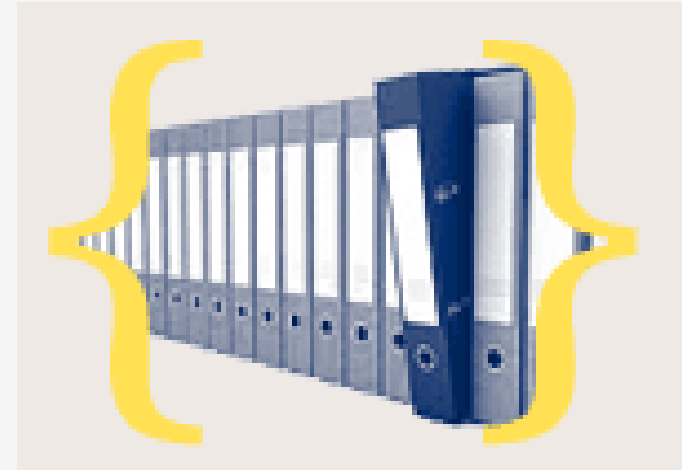
# Transmitting & transporting

- Tracking systems / processes
- Anonymising or minimising data
- Remote working policies and staff training
- Secure transmission measures



# Retention & archiving

- Data quality reviews and record weeding
- Establishing Retention Schedules
- Archiving records & creating back ups
- Ensuring compliance to retention schedules

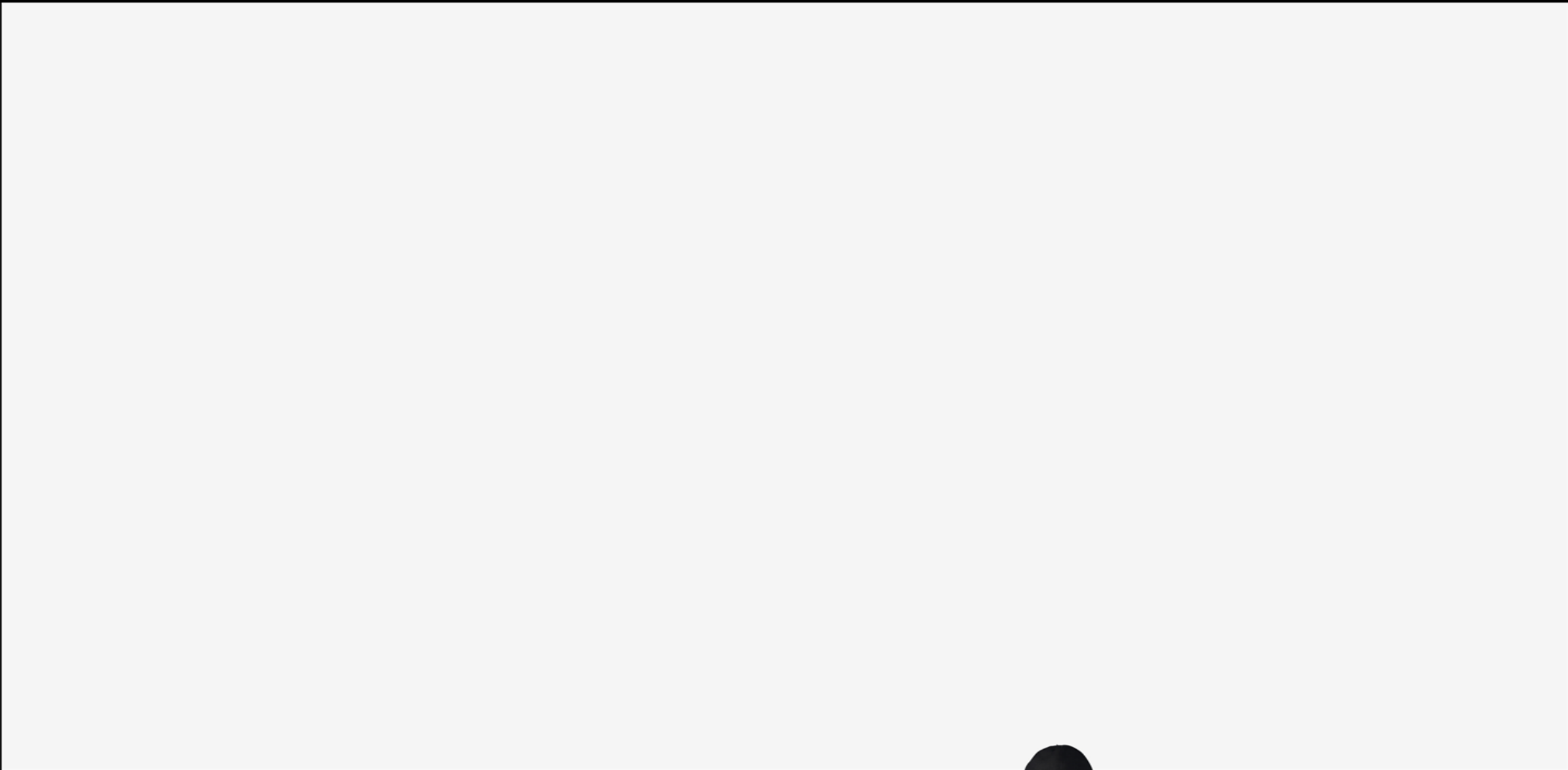




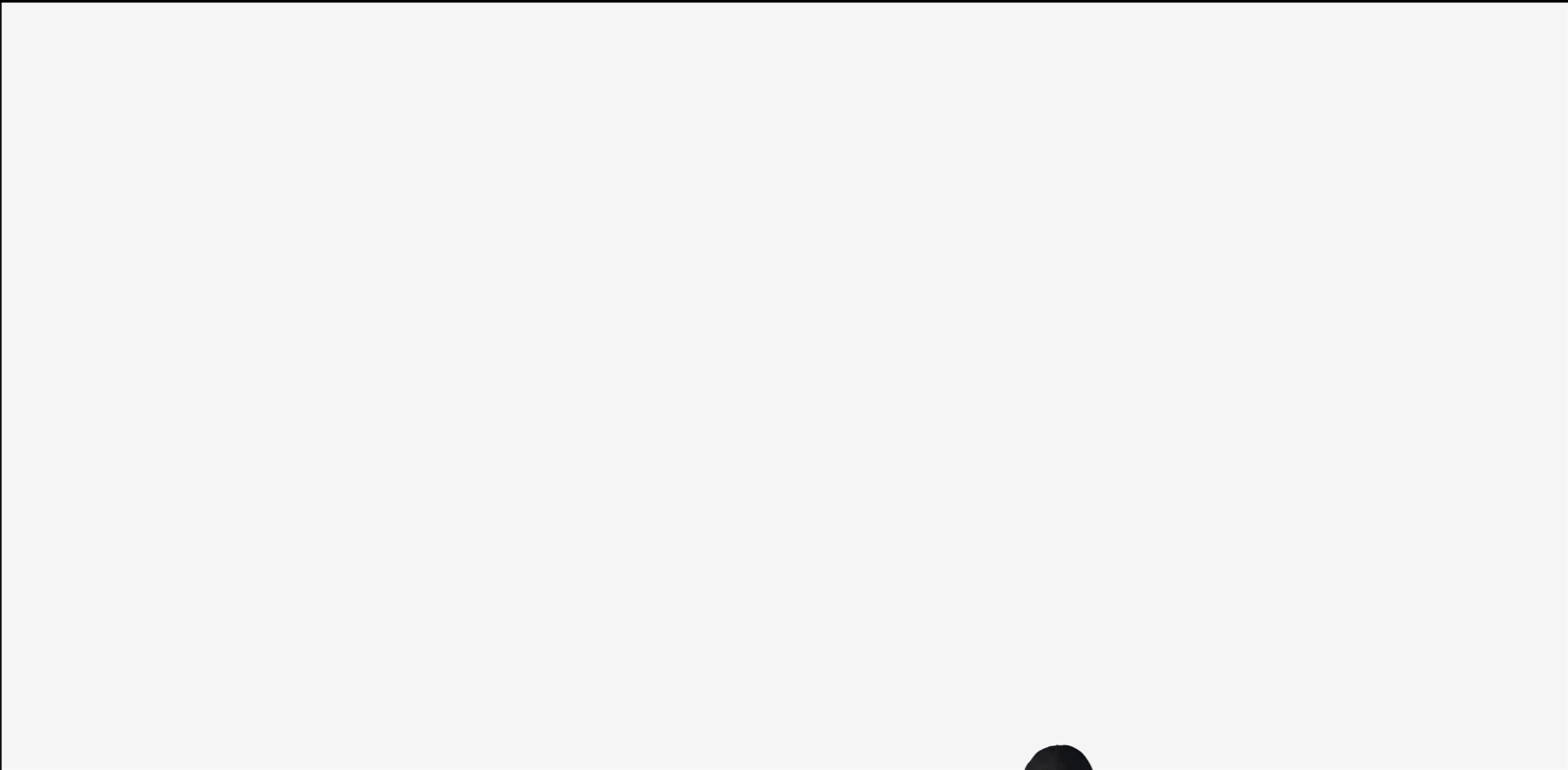
# Disposal & destruction

- Confidential waste management
- Destruction Logs
- Destruction certificates
- Security compliance reviews

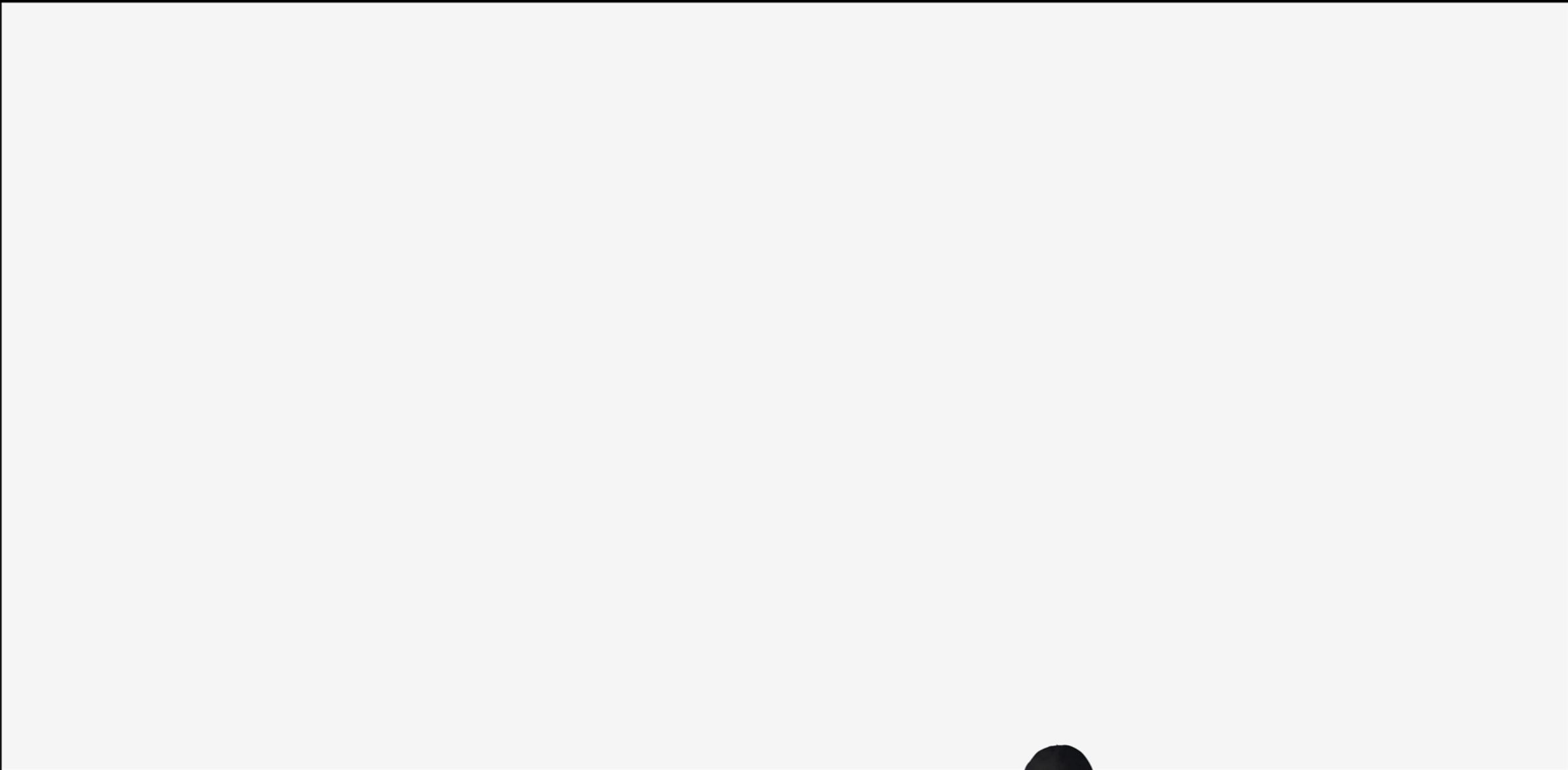




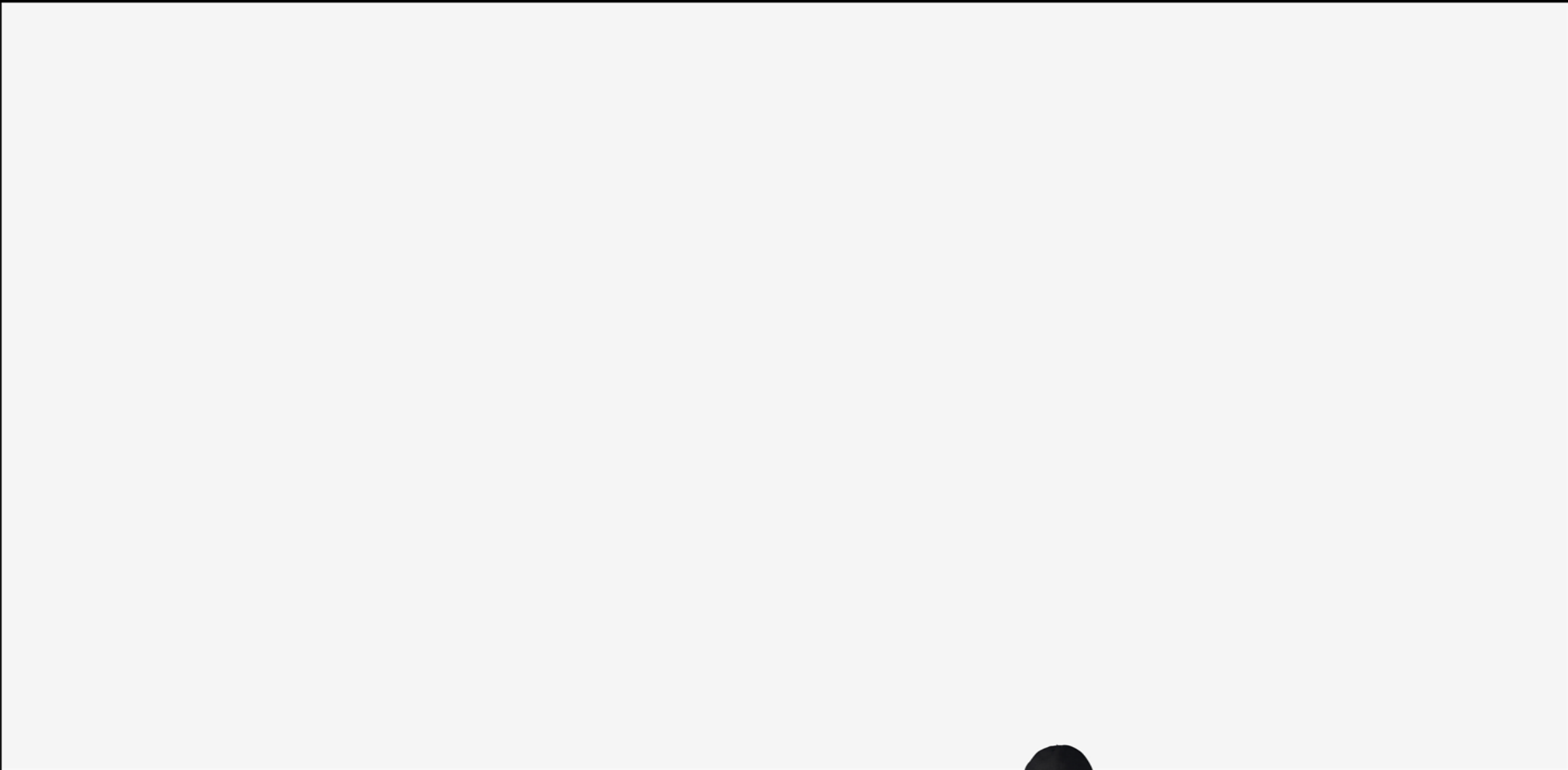
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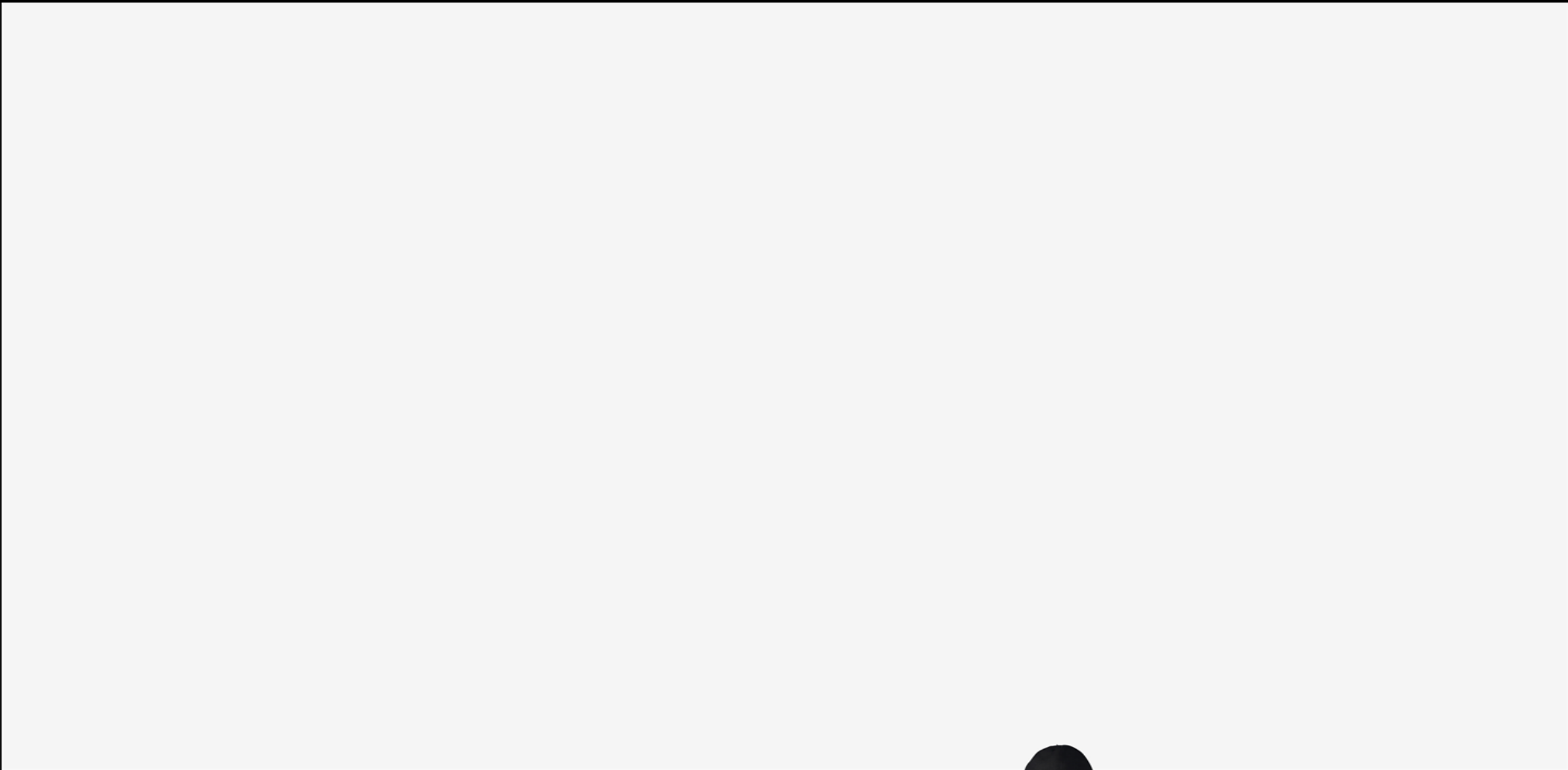
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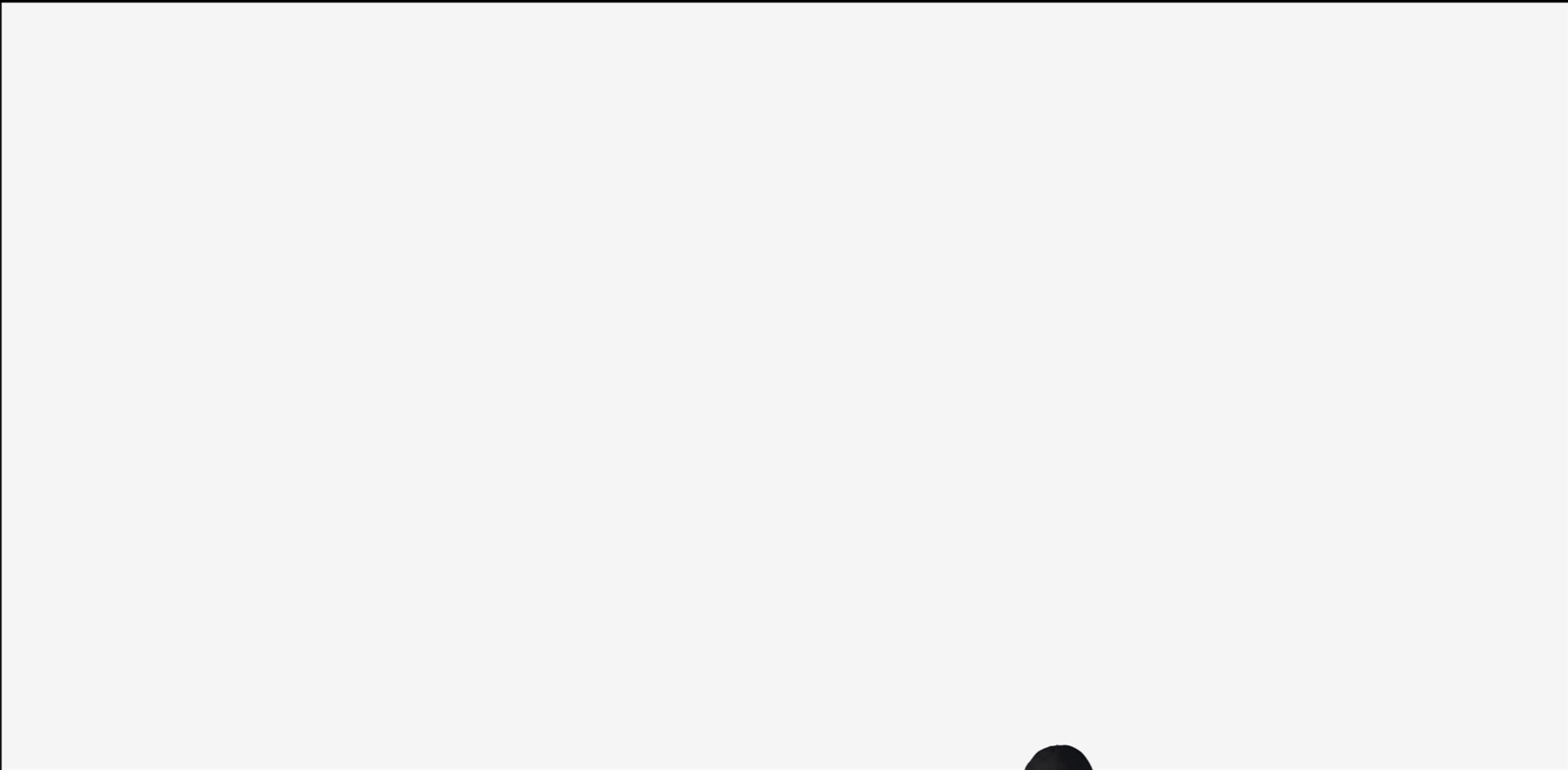
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