

IAO ADVANCED

TRAINING FOR PUBLIC SECTOR

TRANSFORMING
BUSINESS
THROUGH
SECURITY

Our
independence
is genuine

Our expertise
is **proven**

Our purpose is
to **enable**

Our company is
built on **trust**

BACKGROUND

As the final step in the Advent IM Information Asset Owner (IAO) Education Journey, our fully supportive training program for IAOs, and to build on our successful IAO Intermediate course, we have developed IAO Advanced. The completion of this course indicates a comprehensive understanding and application of the IAO role by the delegate. It combines their in-role experience with a deeper understanding of not only information risk management but also data protection and communication with the Information Commissioner's Office (ICO). They will operate with increased knowledge and confidence in their abilities and experience. Fully fledged IAOs will bring organisational benefits of efficiency and developed information risk management. This course is designed to enable this completion and fully realise the potential of each IAO.

WHO SHOULD ATTEND?



This is a full day course and is designed for experienced IAOs with a minimum of six months in post or have completed our IAO training course as part of the Advent IM IAO Education Journey. They should work within UK Public Sector organisations and require a more developed understanding of their role and responsibilities as an IAO.

SCOPE OF TRAINING

The in-depth tailored training course will cover a more advanced knowledge of the IAO role and provide further context and strategies for its day to day application. This will continue to aid the delegate incorporating the IAO role as business as usual. The course will build on the intermediate knowledge the IAO already has in order to upskill the delegate to a practitioner level. This will result in a knowledgeable IAO who will make decisions and manage information risk surrounding their information asset (s,) on a day to day basis.

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This is a full day course, and covers the following key areas:

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1. Understanding the responsibilities within the Information Asset Owner role and supporting role, focusing on:
 - The SIRO role
 - The Information Asset Owner role
 - Information Asset Administrator (IAA) ROLE
 - Relationship between SIRO and IAO
 - Four key areas of responsibility within the IAO role including:
 - (a) Risk and Compliance
 - (b) Information Access
 - (c) Culture
 - (d) Skills and Knowledge
2. Understanding the principles of the Data Protection Act 2018 and GDPR and the importance of its alignment to the Information Asset Owner role, focusing on:
 - Timeline of Data Protection
 - The six principles of GDPR
 - Categories of Personal Information/Data
 - GDPR Article 6 – Personal Data
 - GDPR Article 9 – Sensitive Data
 - The Data Protection Act Part 2 – General Processing
 - The Data Protection Act Part 3 – The Law Enforcement Purpose
3. Understanding the principles for the requirement of having and maintaining Information Asset Registers (IAR) and a Record of Processing activities (ROPA), focusing on:
 - Explanation of an IAR
 - Explanation of an Information Asset
 - How to identify an Information Asset
 - What should be included within an IAR
 - Explanation of a ROPA
 - What needs to be recorded in order to be compliant with GDPR Article 30
 - The benefits of IAO and ROPA
 - Maintaining an IAR and ROPA

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4. Understanding the principles of Information Risk Management, Information Asset and inclusion of Data Protection Impact Assessments (DPIA), focusing on:
 - Key principals of IRM and IA
 - Key principles of conducting a successful Risk Assessment and completing the Risk Assessment and Risk Register documents
 - Risk Appetite Definitions and influences
 - Making risk-based decisions
 - Introduction into DPIA
 - Benefits of DPIA
 - How and when to conduct a DPIA
 - Lifecycle of Data Protection Impact Assessments
 - The Data Protection Officer (DPO) and where to go for help

5. Understanding the responsibilities of fulfilling Freedom of Information and Subject Access Requests, focusing on:
 - Key principles of FOI and SAR
 - Differences between FOI and SAR
 - Inclusions within FOI and SAR

6. Understanding the requirement, importance and responsibilities of reporting and escalation of risk issues and data breaches, focusing on:
 - Reason to escalate risk
 - What detail to include when reporting risk issues
 - The importance of escalating breaches to the Information Commissioners Office
 - What to report and escalate to the Information Commissioners Office

7. Understanding the effective management of information security incidents including responding, handling and reporting
 - Definition of a Security Incident
 - Security Incident Types
 - Key Principles
 - Security Incident Reporting
 - Post incident Review and Continuous Improvement

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Course code: AIMT013

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TO REGISTER YOUR INTEREST IN THIS COURSE PLEASE
CONTACT OUR TRAINING TEAM ON

0121 559 6699 OR EMAIL [BESTPRACTICE@ADVENT-IM.CO.UK](mailto:bestpractice@advent-im.co.uk)



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