Collection

What is the reason for collecting the information?

What legal authority exists to collect this information?

Is information collected directly from individuals or indirectly?

Has the individual provided informed consent to the collection of the information?

Disposition Strategy – How will you efficiently dispose of records to protect private and/or confidential data

Auditing – How will a disinterested third party be able to assess your information management practices

Monitoring Changes in Compliance Requirements – How will you monitor when/if external agency or legal requirements change?

Predicting Possible Alternatives to Process – Will your research/project plan be flexible enough to make changes to information management practices?

Planning how data collection will be organized – How will you track what of data to collect, where data has been collected from, and when data will be collected, and how much data is enough?

What is the relationship between the data that exists and the data being collected? Do you have the ability to access and the permission to access pre-existing information?

INFORMATION MANAGEMENT LIFECYCLE

FRAMEWORK TO MEET INDIVIDUAL RESPONSIBILITIES, INSTITUTIONAL STANDARDS, EXTERNAL AGENCY REQUIREMENTS AND LEGAL REQUIREMENTS
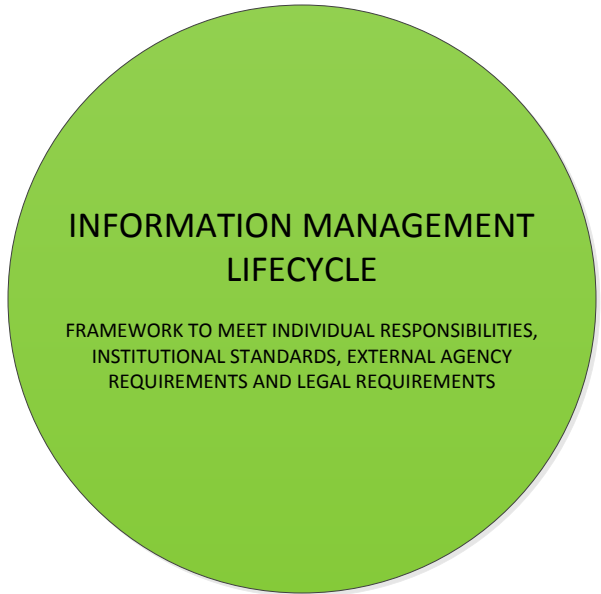

Disposition

How long is information actively used?

How long does inactive information need to be kept to meet legal and operational requirements?

Is a transparent records retention and disposition plan in place to clarify when and how information is disposed of?

Does new information collected supersede information being disposed of?

Storage

Is the information being stored on a device, a network, or a cloud? Is this internally managed storage, or is a service provider storing records for you?

Does backup storage exist? Is backup storage managed internally or externally? Is backup storage tested for reliability?

How is version control monitored when multiple record keepers contribute?

How will you ensure that individuals you disclose the information to will dispose of the information once they no longer have a legal or operational need to keep the information?

How will you ensure that you know how information that you have disclosed has been used by third parties?

Do you need to put restrictions on use of information to those individuals you disclose the information to? How will you make these restrictions clear?

Use / Disclosure

Is the information being used for a purpose consistent with the reason for its collection?

Is the information being disclosed in a manner consistent with how the individual agreed the information could be disclosed?

Does a transparent plan clarify the process of how the information is used and disclosed to demonstrate consistency?

Access to Information – Who will have access to information and what controls are in place to prevent unauthorized access?

Classification / Organization of Information – How will data and records created from the data be classified and arranged in order to make the data easily retrievable?

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created by Adam Cullum, Information Governance Officer, UNBC, shared with his permission.