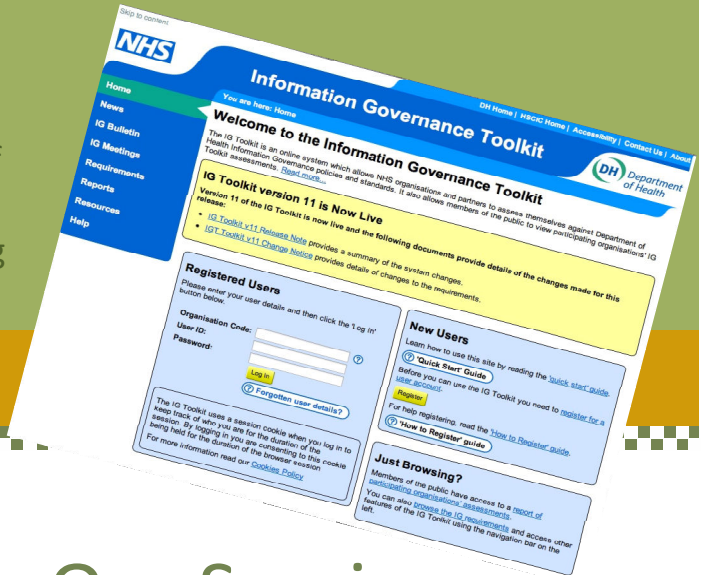


Words Worth Reading Ltd

Information Governance Toolkit:

If you have completed your Organisation's IGT, you will have to demonstrate in-year evidence of maintaining Level 2 compliance. Words Worth Reading Ltd is offering a remote external auditing service to help you do just that.



What will the audit focus on?

- Staff compliance - Handling personal information
- Staff compliance – Transfer of personal information
- Staff compliance - IT access procedures
- Staff compliance - Mobile working
- Staff compliance - New processes and procedures
- IG training completeness
- FOI or subject access request procedures
- Data collection and validation

Our Service

For an Organisation to maintain a Level 2 compliance (where performance is considered satisfactory) with all of the IGT indicators, the service needs to be able to demonstrate that it is auditing internal processes and staff compliance, and demonstrate an understanding of their processes.

Words Worth Reading Ltd has a wealth of experience in supporting Organisations to meet the Information Governance requirements.

The service Words Worth Reading Ltd offers sees us undertaking these required audits for your Organisation, presenting the outcome of the audits in a formal document and, where necessary, creating action plans to address any potential areas for improvement.

What are the key benefits of using this service?

- A quick, efficient and cost effective way to ensure compliance with the IGT standards in-year.
- It enables IG leads to understand how well internal protocols have been embedded and provides a focus for any required intervention.
- Our focus on IG means we have the internal expertise to undertake and process the audit results quickly, intelligently and in a way that is meaningful to your Organisation.
- As the service is delivered remotely, costs are competitive and resource input from your Organisation is minimal.

The cost of the auditing service is £425.

