

## SERVICE INFORMATION

# Information Governance (IG)

Most charities have a Data Protection Officer (DPO) in place, however the role is often performed alongside their day job.

This can mean they lack the time or specialist expert knowledge required to comply with data protection law.

Whilst the DPO can take on other tasks and duties, this should not result in a conflict of interest. The DPO is often a senior figure, which can make it hard to act independently and objectively.

Our Information Governance specialists can review your information governance structure and bridge any gaps by providing clear, intelligible advice, enabling your organisation to make informed decisions regarding the processing of personal data.

Smartdesc provide **three** Information Governance services which cover all aspects of data protection compliance.

These allow your organisation to process personal data with confidence and in a way that respects the requirements of the UK GDPR, to help ensure that beneficiaries continue to trust your charity with their personal data.



- ▶ **Confidence:** Our IG service provides peace of mind, with the aim of minimising the risk of regulatory enforcement action.
- ▶ **Expert knowledge:** Our team of specialists provide expert advice on how to comply with complex areas of data protection legislation in plain English.
- ▶ **Tailored to non-profits:** We are non-profit experts - our Information Governance and Data Protection services are tailored to the sector.
- ▶ **Collaborative:** We work alongside your team to support your organisation in achieving your objectives whilst sharing best practice – we will never put unnecessary blockers in place.

## INFORMATION GOVERNANCE FOR NON-PROFITS



### Information Governance Audit

We interview key stakeholders across the organisation to understand areas of success and areas for improvement. These findings are documented within an executive report and presented alongside a set of prioritised recommendations, a roadmap setting out their order, and stakeholder Q&A sessions.



### Information Governance Support as a Service

The team provide dedicated IG support to the organisation, like a Helpdesk. We work across your teams to remediate areas of improvement, and act as a specialist point of contact for any Information Governance questions or concerns. This includes completing Data Protection Impact Assessments, reviewing and creating policies and providing a 'helpdesk' style service to staff who need fast support.



### Information Governance Training

We deliver sector-specific IG and Data Protection training via our bespoke compliance training system, and in-person / virtual training workshops in a classroom style session.



[Contact us](#) to arrange a consultation to discuss further