

Information Governance Spot Check

Date		Site	
Division		Department	
Auditors			
Reason for audit			
Staff spoken to			
Report sent to			
Overall Risk Rating	High/Medium/Low		

Response from service/Department due by (fortnight from date sent)

Observations

Positive

Areas for improvement

1.

Recommendations:

1.

General recommendations/ reminders

1. Check IG training status of staff and ensure all completed mandatory IG training on Moodle.
2. Provide regular reminders to staff through team meetings on importance of IG and any specific issues
3. Escalate through risk registers any specific areas of concern in relation to IG

Non-IG Observations

Action Plan:

To be completed by Service/Department

Must include action, completion date and owner