

## UCL IG process

IAO is typically the PI on the study – **must be UCL staff member**

IAO can appoint an IAA for day-to-day management

Information Asset Owner (IAO)

Information Asset Administrator (IAA)

Information Asset Administrator (IAA)

Information Asset Owner (IAO)



**IAO acknowledges accountability**

- data is legally held
- will comply with UCL policies
- they will ensure team members understand their responsibilities

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**IAO emails team members** to set out their responsibilities

**Where data is processed outside of UCL**

- collaborators have suitable contracts
- data processing contracts for external companies

**Data risk assessment**

- **individual data flows classified**
- transfers are risk assessed
- mitigations are noted
- Information Asset Register created
- this includes combined datasets

**IAO confirms**

- team members understand their responsibilities (have had training)
- asset register is complete
- suitable contracts are in place