

Last updated: 14-Feb-2020

**Internal Audit Report 2018/19 Findings - Remediation Plan 2019/20**

**Date Plan Key**

- AR Original Target Timescales as determined by the Audit Report
- Complete Items that have been completed or are being progressively completed
- Planned Items that are still scheduled within the target timescales of the Audit Report
- Late Items that are, or are forecasted to be, delivered later than the Audit Report target

**Audit Report**

Item	Categorisation	Area of Concern	Action	Responsibility	Sub Tasks	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	
1	High	Information Asset Registers	1	Justin Thorne / IGG / DPA	Generate new IAR template and distribute for review DPA to compare new IART to previous IAR versions Update IART to include suggestions and feedback Agree IAR Template format between Gavin Rosie Justin and DPA Agree approval of new IART with IGG	Complete	AR	Complete	Complete											
			2	Justin Thorne / IGG / DPA	Review systems to obtain a full list of Services Contact all Department and Service heads to obtain confirmation of the contact point for IAR completion Follow up the confirmation of contact points with non-returned Services Pre-populate IARs with previous Asset information Prepare distribution email including completion instructions and target return date Distribute IAR Template to Service leads for completion Follow up the IAR returns to ensure full return from Services				Complete	Complete	Complete	Complete	Complete							
			3	DPA	Assist in generation of IAR returns to ensure all document returns with complete content Collate IARs Review IARs on a sample basis to check adequacy Re-approach IAR Service leads if IAR unacceptable Review IARs with Justin, Vanda and Gavin			AR	AR	AR	Complete	Complete	Complete	Complete						
			4	DPA	Prepare progress report for IGG Attend IGG meetings Present progress report to IGG Sign off 2019 IAR completion			AR	AR	AR	Complete	Complete	Complete	Complete						
2	High	IT Systems	1	Gavin Muncaster / IGG / DPA	Initial Meeting between DPA and Gavin to discuss current ITS system GDPR status Review of ICT issues to be addressed Review of email use in relation to GDPR scope Generate new ITS central GDPR Compliant system Register			Complete	Complete	Complete	Complete	Complete	Complete							
			2	DPA/Gavin Muncaster	Review ITS GDPR issues with ICT Address ITS GDPR issues in support of ITS Prepare ITS GDPR issues report for IGG Report on ITS GDPR issues to IGG with ICT Address IGG feedback with ITS			AR	AR	AR	Complete	Complete	Complete	Complete	AR	AR	AR	AR	AR	AR
3	High	Contracts	1	DPA/Jonathan Murphy	Initial discussion of GDP in relationship to Contracts with a value >€25K Revue Contract change v letter issuance for Suppliers with Contracts and Justin Contracts to supply/initial analysis of all contracts of values>€25K in terms of Complete, issued and no progress Contracts to supply analysis of all contracts of values>€25K in terms of Complete, issued and no progress			AR	Complete	Complete	Complete	Complete	Complete	Complete						





				Agree acceptance of in-depth Project plan with Justin and Rosie	Complete																
				Present Overall GDPR Compliance Plan to IGG for approval	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
8	Low		2	DPA	Complete																
				Maintain and update Project Plan as required	Complete																
				Present Overall GDPR Compliance Plan to IGG for approval	Complete																
				Prepare GDPR Compliance progress report for IGG	Complete																
				Present GDPR Compliance progress report for IGG	Complete																
				Complete 2019/20 Information Management Report for Auditor	Complete																
				Obtain a copy of the ICO ROPA	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
9				1	DPA	Complete															
				Review ICO ROPA	Complete																
				Obtain a copy of the loW Council ROPA	Complete																
				Compare loW Council ROPA to ICO ROPA to ensure loW Council ROPA meets the minimum sufficiency levels required	Complete																
				Address loW Council ROPA issues	Complete																
				Update loW ROPA	Complete																
				Distribute loW ROPA for review	Complete																
				loW ROPA signed off	Complete																
				Issue updated loW Council ROPA	Complete																
				Data Exchange Agreements (DEAs)																	
10	Advisory			1	Vanda Niemiec	Complete															
				Strategic Risk Register	Complete																
				1	Justin Thorne / DPA	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
				Add GDPR to the Strategic Risk Register	Complete																
				Manager remedial work updates as and when required	Complete																