

...Continued on page 75

A holistic approach to Information Governance in the Mining Industry

...Continued from page 73

highlighted in King IV as a key element of sound Corporate Governance. Regardless of whether the information concerned is in paper, electronic or other format, or the information is in data or document form (structured or unstructured), the information security framework needs to apply. Solid Information Security is essential for POPIA compliance.

Privacy – Protection of Personal Information (POPI Act)

The legislative environment around privacy is becoming robust internationally. The European Union General Data Protection Regulations (GDPR), must be a key consideration now for any organisation operating in or transacting with Europe. The IG framework must ensure that information gathered about data subjects is correctly maintained and protected. This can be juristic persons, individuals, and in the mining industry, special personal information such as medical records must get focused attention. Although the POPIA regulations are not yet published, the time to start preparing is now.

Enterprise Content Management (ECM)

With the vast amount of unstructured information (Content) held by most mines, ECM is essential if organisations are to be able to meet all IG requirements.

Content generally refers to physical and electronic documents and records, scanned images, and their processing. If this information is not managed in a tightly controlled system, the provisions of POPIA and the Electronic Communications

and Transactions (ECT) Act, are almost impossible to meet.

E-discovery and retention management

A critical component of Information Governance, e-discovery cannot be conducted in isolation of records management, ECM or any of the other factors. IG cannot be merely a legal initiative and needs to be implemented in conjunction with records management and ECM.

Master data management

Development of data models and metadata schemas are fundamental to being able to meet some of the requirements already mentioned. Any data gathered needs to be managed so that it doesn't conflict with any of the other requirements.

This article provides a very basic summary of the factors which need to be considered when putting a holistic Information Governance framework together. It cannot be stressed strongly enough that each of the parts described above obviously have merit in their own right. Developing a more complete framework as outlined here, ensures that all parts are aligned, and the potential for conflict amongst them is reduced.

Information from COR Concepts. COR Concepts is a specialised Information Governance organisation, focusing on cohesive, standardised approaches to managing information of all kinds.

paulm@corconcepts.co.za

COR Concepts. www.corconcepts.co.za

