# SLOVENSKI STANDARD
## oSIST ISO/DIS 24143:2021

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**Informatika in dokumentacija - Upravljanje informacij - Koncept in načela**

Information and documentation -- Information Governance -- Concept and principles

Information et documentation -- Gouvernance de l'information -- Concept et principes

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# DRAFT INTERNATIONAL STANDARD
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# Information and documentation — Information Governance — Concept and principles

*Information et documentation — Gouvernance de l'information — Concept et principes*

ICS: 01.140.20

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# Contents

ISO/DIS 24143:2021(E)

# Foreword

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This document was prepared by Technical Committee ISO/TC 46 *Information and Documentation*, Working Group 13 *Information Governance*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

# Introduction

Information is a critical asset that is indispensable to support business processes and therefore, a foundation for the success of any business activities. Due to numerous existing and emerging forms and uses of information and information-related risks, organisations often struggle with implementing consistent and comprehensive systems to store, retrieve, share and analyse information. Organisations. The current global digital transformation and the general evolution of society increasingly demand greater transparency, accountability, data protection, security, interoperability and information sharing within and between organisations. This trend requires a solid strategy for information governance that supports the business process at a strategic level. There is a need for a more strategic vision, known as "Information Governance" that should play a key role in supporting digital transformation initiatives. Many governmental and non-governmental organisations worldwide already perceive the necessity and understand the benefits of coordinating at a strategic level the efforts of multiple information-, data- and knowledge-related disciplines.

This International Standard defines concepts and principles for information governance.

This International Standard provides guiding principles for members of governing bodies of organisations (which can comprise owners, directors, partners, executive managers, or similar) on the effective, efficient, compliant, secure, transparent and accountable creation, use, maintenance, preservation and disposition of information within their organisations.

Information Governance is an integral part of the overall governance of the organisation. It identifies common high-level principles and provides a framework enabling effective and efficient cooperation of all the information-related professionals, in support of the mission of an organisation and achievement of its strategic goals. Areas for collaboration include but are not limited to:

- Data Management

- Information Management

- Records Management

- Knowledge Management

- Regulatory Compliance

- Digital Preservation

- Information Security

- Enterprise Architecture

- Data Protection

- Open data

- Big data

- Business processes

- Quality management.

Information Governance requires coherence and integration with relevant Management system Standards, such as ISO 9000, ISO 27000 and ISO 30300 series.

Information Governance is a strategic framework for managing information assets across an entire organisation to support its business outcomes and obtain assurance that the risks to its information, and thereby the operational capabilities and integrity of the organisation, are adequately identified and managed. Information governance includes but is not limited to policies, processes, procedures,

**ISO/DIS 24143:2021(E)**

roles and controls put in place to meet regulatory, legal, risk and operational requirements. Information governance provides an overarching high-level framework that:

- aligns all information-related activities with the mission and goals of an organisation, and its business, legal and societal obligations,

- ensures a comprehensive and systematic approach to information by integrating records and information management, information security and privacy, compliance, business continuity, disaster recovery, e-discovery and other aspects relevant to directing and controlling information,

- supports cooperation between professionals, and

- creates a high-level basis for managing information whatever its form, type and format, informs education, professional development of the workforce and awareness about information-related obligations, risks and possibilities.

**DRAFT INTERNATIONAL STANDARD** ISO/DIS 24143:2021(E)

# Information and documentation — Information Governance — Concept and principles

## 1  Scope

This part of ISO 24143 establishes concepts and principles for information governance.

This International Standard applies to the governance of the organisation's past, current and future information assets.

This International Standard applies to organisations of all sizes in all sectors, including public and private companies, government entities, and not-for-profit organisations.

## 2  Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

## 3  Terms and definitions

### 3.1  Terms relating to the concept of information

**3.1.1**
**authenticity**

property of information (3.1.3) that can be proven to be what it purports to be

Note 1 to entry: Authenticity implies that information has been created or sent by the agent purported to have created or sent it, and to have been created or sent when purported.

[SOURCE: ISO 30300:2020, 3.2.2, modified, "information" is taken place of "records"]

**3.1.2**
**data**
set of characters or symbols to which meaning is or could be assigned

[SOURCE: ISO 30300: 2020, 3.2.4]

**3.1.3**
**information**
data (3.1.2) in context with a particular meaning

[SOURCE: ISO 30300:2020, 3.2.7]

**3.1.4**
**information asset**
knowledge or data (3.1.2) that has value to the relevant stakeholder

[SOURCE: ISO/TS 17573-2:2020, 3.95]

**3.1.5**
**integrity**
property of information that is complete and unaltered

[SOURCE: ISO 30300:2020, 3.2.8, modified-"information" is taken place of "records"]

ISO/DIS 24143:2021(E)

## 3.2 Terms relating to the concept of information governance

**3.2.1**
**compliance**
characteristic of conformance to rules, such as those defined by a law, a regulation, a standard, or a policy

[SOURCE: ISO/IEC 20924:2018, 3.1.10]

**3.2.2**
**digital continuity**
ability to use digital information (3.1.3) in the way that is needed, for whenever and wherever is needed

**3.2.3**
**disposition**
range of processes associated with implementing retention, destruction or transfer decisions about information (3.1.3)

[SOURCE: ISO 30300:2020, 3.4.8, modified -"information" is taken place of "records"]

**3.2.4**
**framework**
particular set of beliefs and ideas referred to in order to describe a scenario or solve a problem

[SOURCE: ISO 15638-6:2014, 4.30]

**3.2.5**
**governance**
principles, policies and framework by which an organisation is directed and controlled

[SOURCE: ISO 21505:2017, 3.1]

**3.2.6**
**information governance**
strategic framework for governing information assets (3.1.4) across an entire organisation in order to enhance coordinated support its business outcomes and obtain assurance that the risks to its information (3.1.3), and thereby the operation capabilities and integrity (3.1.5) of the organisation, are effectively identified and managed

Note 1 to entry: Information governance includes (but is not limited to) policies, processes, procedures, roles and controls put in place to meet regulatory, legal, risk and operational requirements.

Note 2 to entry: Data is part of the information asset.

## 4 The Benefits of Information Governance

Information Governance is a strategic, multi-disciplinary framework that forms the foundation for collaboration between all related professions. It considers information as a valuable corporate asset. When information governance has been achieved via a collaborative effort with respect for cross-discipline approaches, it has the potential to deliver the following benefits:

## 4.1 Strategic benefits

Information governance:

1. Provides an overarching high-level governance framework that supports an organisation's mission and results in achieving economic and strategic benefits including, but not limited to:

    a.  maximisation of value derived from the information assets,

    b.  protection of the rights of the organisation and other stakeholders,

**2**