



Information & Documentation Compliance

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Information & Documentation Compliance

5 days training course

For detailed information on training course dates, please click the link:

[Information & Documentation Compliance.](#)

Course Overview

Effective information and documentation management is critical for organizations to ensure regulatory compliance, security, and efficiency. This course provides a structured approach to managing information assets, implementing compliance standards, and securing documentation in accordance with global regulations such as ISO 9001, ISO 27001, and ISO 15489. Participants will learn best practices in data management, document control, security, and compliance frameworks to enhance organizational governance.

Objectives:

- Understand the key principles of information and documentation compliance.
- Learn about international standards, including ISO 9001, ISO 27001, and ISO 15489.
- Develop effective information control strategies, including metadata and retention plans.
- Implement IT-driven document management systems for compliance.
- Address legal, security, and regulatory requirements for information management.
- Create policies and procedures to support information governance.
- Strengthen data security and compliance measures in organizations.

Who Should Attend?

- Compliance officers and information governance professionals
- Document controllers and records management specialists
- IT professionals responsible for data security and compliance
- Risk managers and internal auditors
- Legal and regulatory professionals
- Data protection officers and security specialists
- Business leaders responsible for information governance

Course Outline:

Day 1: Strategy and Understanding Key Elements

- Introduction to information and documentation management
- Overview of ISO 9001, ISO 27001, and ISO 15489 standards
- Conducting information and documentation audits
- Developing file plans, metadata plans, and retention schedules

Day 2: Compliance, Controls, and Security

- Compliance frameworks and regulatory requirements
- Business classification schemes and taxonomy
- Document control and security measures
- Understanding legal obligations for data protection

Day 3: IT Process and Delivery

- IT-driven information and documentation management systems
- Compliance requirements for scanning, storage, and archiving
- Legal considerations for digital document storage
- Digital signatures and rights management

Day 4: Implementation Planning

- Developing an action plan for compliance implementation
- Creating organizational policies and procedures
- Setting up information and documentation compliance frameworks
- Best practices for implementation and enforcement

Day 5: Data Management Compliance and Security

- Managing data as a strategic asset
- Data architecture, quality, and reference data management
- Metadata management and data classification
- Data security, warehousing, and protection measures



DOCUMENTATION

The **MTC team** has meticulously prepared **high-quality training materials** for distribution to all delegates.

CERTIFICATES

An **accredited Certificate of Completion** will be awarded to participants who successfully attend and complete the program.

SCHEDULE

Course sessions are scheduled as follows:

- **Morning Session:** 09:00 AM – 1:00 PM
- **Afternoon Session:** 01:00 PM – 05:00 PM

REGISTRATION & PAYMENT

To register, please complete the **registration form** available on the course page and submit it with your **preferred payment method**. Alternatively, you can contact us via **email or WhatsApp** for assistance.

TRAVEL & TRANSPORT

We ensure a **seamless travel experience** by providing **airport-hotel-airport** transfers for all participants.