

Ref	RA Source	Title	Description	Task Owner	Completion Date
16	Finance	Filing cabinet Locks	Prior to Agresso DMS use secure filing cabinets with locks.	Mark Banks	01/12/2015
17	Lettings	Confidential waste	Confirm use of confidential waste. Newly appointed project officer based in YHN is reviewing reporting for the scheme.	Ruth Rogerson	01/12/2015
18	Lettings	Secure Document transfer	Return supporting docs by recorded delivery or collection as policy.	Ruth Rogerson	01/12/2015
19	Lettings	Leavers procedure	Ensure HR inform Lettings of leavers to revoke CBL accounts.	Ruth Rogerson	01/12/2015
20	Lettings	Abritas Improvements	Implement data checks and mandatory forms on Abritas system.	Ruth Rogerson	01/12/2015
21	Multiple	Fax Procedure	Simple fax procedure, check before send, stored numbers etc.	SIRO	01/12/2015
23	Lettings	Data Deletion Process	Implement process to remove all data on request by a customer.	Ruth Rogerson	01/12/2015
24	ASB	Establish and confirm legal procedure is secure	Establish how legal bundles created by NRT and handed to legal services are handled	Deborah Ewart	01/12/2015
24	ASB	Clarify backup arrangement and Permission configuration	Establish the backup and access arrangements to the ASB system.	Deborah Ewart	01/12/2015
26	ASB	Clarify use and destruction of legal bundles	Establish how information in a legal bundle is processed, secured and archived and if originals are deleted and any electronic records kept.	Deborah Ewart	01/12/2015