

Appendix 3

	May 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	February 2017
Theme	Information security breaches	Subject access requests – launch new SAR procedures	Handling requests for information	Records management e-learning launch	Reminder to complete record management	Information access questionnaire	Reminder to complete IG and DP e-learning	Follow up on information security breaches
K-Mail	12 May 26 May	Yes	n/a	Yes	Yes	Yes	8 December	2 February
K-Mail for managers	End May	n/a	n/a	Yes	Yes	Yes	End December	Yes
K-Net home page	12 May	18-22 July	n/a	Yes	n/a	n/a	Yes	Yes
TV screens	Yes	14-21 July	n/a	Yes	n/a	n/a	Yes	Yes
Directorate Newsletters	Yes	n/a	Yes	Yes	n/a	n/a	Yes	Yes