**Distributing, implementing and testing policies**

For this part of the assessment, you are to develop a procedural document for the LMM Office Support manager. The procedural document **“must”** include the processes and requirements for each of the following 4 points;

1. **Distribution -** How, when, where, and why are the new policy and procedure documents distributed to all staff and stakeholders
2. **Implementation -** How, when, where, and why are the new policy and procedure documents going to be implemented.
3. **Testing -** How to test the level of confidentiality, security, and integrity of the information within the organisation according to industry standards and the organisation’s own policies and procedures. You will need to refer to the leaner guide, “Undertaking a Privacy Impact Assessment, (PIA)” You **“must”** give a general over-view of the PIA and explain each of the 9 points detailed.
4. **Sign-off -** Obtain final sign-off by the office manager for all documentation. You **“must”** detail the information required on a final sign-off.

**“LMM Document Process and Practise”**

*Complete document here*

Save this document as “**ICTICT532\_AT1\_Part2\_yourName.docx**”.