NHS
Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Re: Your request made under the Freedom of Information Act 2000

Please can I request (under the FOIA 2000):

Please can you provide the following information under the Freedom of Information Act 2000, in relation to your Trust's Information Asset Management?

Trust Information

1. How many staff are employed by the Trust?

HR to answer

Information Asset Owners

2. How many information asset owners (IAO) are recorded on your Information Asset Register (IAR)?

77

3. What level of seniority are your IAOs?

a. Director level (or AD) – Yes / ~~No~~

b. General Manager – Yes / ~~No~~

c. Department Manager – Yes / ~~No~~

d. Other (please describe)

Specialist staff roles in various areas may have IAO responsibilities in their job description

4. What training have your IAOs received for their responsibilities as IAOs?

e. Internal training – Yes / ~~No~~

f. External training – ~~Yes~~ / No

g. Other (please describe)

5. How often do they receive this training?

h. Once – ~~Yes~~ / No

i. Annually – Yes / ~~No~~

j. Bi-annually – ~~Yes~~ / No

k. Other (please describe)

Information Asset Register

6. How many assets are recorded on your IAR?

156

7. Which of the following are recorded on your IAR?

a. Databases

b. Backups

c. Paper records

d. Software

e. Computer hardware

f. Removable media

g. Clinical systems

h. People skills and knowledge

i. SOPs

j. Manuals and training materials

k. Contracts and agreements
All assets are recorded per requirements

l. Environmental services (eg. Air conditioning for server rooms)

m. Business continuity plans

n. Other

These are not currently recorded as part of the IAR.

8. How is your IAR recorded and maintained?

~~a. Spreadsheet~~

b. Internal software

~~c. Third party software (if so, please provide the name)~~

~~d. Other (please describe)~~

9. What are the fields recorded in the IAR? (Please provide the column headings or data field names, please do not provide the details on the assets recorded in the IAR)

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IGC Information Assets Log

Field Name	Data Type
IGC1-AssetID	Short Text
IGC2-EntryDate	Date/Time
IGC3-InformationAsset	Short Text
IGC4-BCPCategory	Short Text
IGC5-Supplier	Short Text
IGC6-Subsystem	Short Text
IGC7-BusinessFunction	Short Text
IGC8-IAODetails	Short Text
IGC9-ProcessingPurpose	Long Text
IGC10-JointController	Short Text
IGC11-Individuals Categorisati	Long Text
IGC12-PID Categorisation	Long Text
IGC13-DataFlowMapping	Long Text
IGC14-BCPinPlace	Short Text
IGC15-DRNecessary	Long Text
IGC16-DPIACompleted	Short Text
IGC17-GDPRArt9	Short Text
IGC18-GDPRArt6	Short Text
IGC19-Reasons4NonComplanc	Short Text
IGC20-3rdCountryNames	Short Text
IGC21-3rdCountrySafeguards	Short Text
IGC22-NHSDRetentionSchedA	Short Text
IGC23-TechSecurityMeasures	Short Text
IGC24-AuditableMonitoringIns	Short Text
IGC25-IAOUserList	Short Text
IGC26-SWVersion	Short Text
IGC27-SupplierSupported	Short Text
IGC28-Risk_Likelyhood	Number
IGC29-Risk_Consequence	Number
IGC30-Risk_Score	Number
IGC31-IAO_ID	Short Text

10. What role has responsibility for maintaining the IAR?

IG Manager / DPO

11. Have you experienced any of the following barriers to effective management of your information assets?

a. Lack of senior leadership engagement? – ~~Yes~~ / No

b. Competing priorities – Yes / ~~No~~

c. Lack of awareness- Yes / ~~No~~

12. If yes to any of the above, how did you resolve these?

Priority management, communications and training.