

## Freedom of Information Request

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**Reference Number:** EPUT.FOI.22.2521  
**Date Received:** 09.06.2022

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### Information Requested:

#### Trust Information

1. How many staff are employed by the Trust?  
6,073 (Including bank = 8,983)

#### Information Asset Owners

2. How many information asset owners (IAO) are recorded on your Information Asset Register (IAR)?  
As at 24/06/2022 there are 44
3. What level of seniority are your IAOs?
  - a. Director level (or AD) – Yes
  - b. General Manager – No
  - c. Department Manager – No
  - d. Other (please describe)
4. What training have your IAOs received for their responsibilities as IAOs?
  - e. Internal training – Yes
  - f. External training – No
  - g. Other (please describe)
5. How often do they receive this training?
  - h. Once – Yes
  - i. Annually – No
  - j. Bi-annually – No
  - k. Other (please describe)

Guidance is sent with every return request and staff are available for further guidance

Information Asset Register

6. How many assets are recorded on your IAR?  
For April 2021 to March 2022 - 2566
7. Which of the following are recorded on your IAR?
  - a. Databases  
Yes
  - b. Backups  
Yes
  - c. Paper records  
Yes
  - d. Software  
Yes
  - e. Computer hardware  
Yes
  - f. Removable media  
Yes
  - g. Clinical systems  
Yes
  - h. People skills and knowledge  
Yes
  - i. SOPs **yes**  
Yes
  - j. Manuals and training materials  
Yes
  - k. Contracts and agreements  
Yes
  - l. Environmental services (eg. Air conditioning for server rooms)  
Yes
  - m. Business continuity plans  
Yes
  - n. Other  
Yes

8. How is your IAR recorded and maintained?

a. Spreadsheet

Yes

b. Internal software

N/A

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

FlowZ

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)

- Name of Team/Department
- Directorate
- Description of Asset
- People (IAO/IAA)
- Purposes of Processing
- Categories of Data
- Class of data subject
- Lawful Basis
- Media Type
- Attributes
- Is it critical to the business?
- If consent is the lawful basis please explain the process
- If special categories of data are being processed please select the appropriate exemption
- Does the data subject have the right to request access/ copies of this data
- Right of rectification (correct information held about a person) is this right engaged?
- Right of erasure (right to be forgotten) is this right engaged?
- Right to restrict processing: is this right engaged?
- If someone asks for their data to be restricted, erased or corrected, can we tell those we have shared with? Is this right engaged?
- If the source or destination of the flow is outside the organisation please attach the Sharing Agreement Processing Contract. Has a document been attached?

- For this data we have a process to recognise and respect objections
- Does the privacy notice reflect the purposes selected
- Does the privacy notice include the required information?
- What is our relationship to the data?
- How many records about individuals are held?
- Do we use profiling or automated decision-making?
- Has a Data Protection Impact Assessment been completed ? (DPIA)
- Where is the data held?
- Records of Under 13 years ?
- Data Storage
- Data Security
- Role Based Controls
- Encryption
- Backed up – How
- Earliest Record
- Latest record
- Retention schedule
- Backed Up Data
- Permitted Access
- External Access

10. What role has responsibility for maintaining the IAR?  
Information Governance Manager

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

a. Lack of senior leadership engagement?  
No

b. Competing priorities  
No

c. Lack of awareness  
No

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

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**Publication Scheme:**

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link  
<https://eput.nhs.uk>