

freedom.information@wvt.nhs.uk

15 June 2022

Dear Sirs,

FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST FOI2022/091

I have considered your request and have set out the Trust's response below:

Trust Information

1. How many staff are employed by the Trust?

There are 3,459 members of staff currently employed by the Trust.

Information Asset Owners

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

80 information owners are recorded on the Trust's information asset register.

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)***

Directors, general managers and department managers

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)***

No specific training has been received.

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)***

No specific training has been received.

Information Asset Register

6. How many assets are recorded on your IAR?

360 assets are recorded on the Trust's information asset register.

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***
- l. Environmental services (eg. Air conditioning for server rooms)***
- m. Business continuity plans***
- n. Other***

Databases, paper records, software, clinical systems, contracts and agreements.

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)

Spreadsheet

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)

The data field names in the Trust's information asset register are as follows:

Business function
Trust Division
Information Asset
Description
Type of information
Location
Purpose of processing
Data Controller(s)
Data Processor(s)
Source of personal data
Category of individuals
Article 6 lawful basis
Link to how consent is recorded (where Article 6(1)(a) is the processing condition)
Legitimate interests for the processing (if applicable)
Link to record of legitimate interests assessment (if applicable)
Article 9 Condition for Processing Special Category Data
DPA 2018 condition for processing for special category data
Shared with
Data rights available to the individual
Is the data stored externally?
How is access to the asset controlled?
General description of security measures
Information asset owner
Information asset administrator
Format
Frequency of update / transfer
Asset status
Volume of records
Is data transferred overseas?
Overseas location and legality of transfer
DPIA completed?
Link to DPIA
Is there a data sharing agreement?
Link to data sharing agreement
Link to contract
Start date of processing
End date of contract/agreement/processing
Retention
National data opt-out applicable?
ICT: Who supports the asset/software i.e. applying updates etc.
ICT: Who is responsible for applying security patches?
Notes

10. What role has responsibility for maintaining the IAR?

Information Governance / Privacy Officer

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?

Questions 11 and 12 are requests for opinions and no recorded information is held to provide a response to them as per the requirements of the Freedom of Information Act 2000.

Please note that a record of previous Trust FOI responses is now available to consult online by visiting:

<https://www.wyvalley.nhs.uk/about-us/information-requests/freedom-of-information-requests.aspx>

If you have queries or any concerns my contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling or response to your request and wish to ask for a review of this, please contact me and I will arrange this to be done.

Further information is available from the Information Commissioner's Office who can be contacted at:

Information Commissioner's Office

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire, SK9 5AF

Telephone: 0303 123 1113 Web site: www.ico.gov.uk

Yours sincerely,

Freedom of Information Coordinator

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Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

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