

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 08 August 2022.

I am pleased to confirm the following.

1. How many staff are employed by the Trust?

3901

Information Asset Owners

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

108

3. What level of seniority are your IAOs?

a. Director level (or AD) – No

b. General Manager – Yes

c. Department Manager – Yes

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 – No

i. Annually – Yes

j. Bi-annually – No

k. Other (please describe)

Information Asset Register

6. How many assets are recorded on your IAR?

This would include going through every IAR the Trust has exceeding the time limit.

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 (e.g. Air conditioning for server rooms) ✓

m. Business continuity plans ✓

n. Other ✓

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) Microsoft Teams

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)

Asset no.
Name of asset
What does it do
Format
Location
Owner
Volume
Personal Data
Access
Shared
Retention
Disposal Method
Risks/impact

10. What role has responsibility for maintaining the IAR?

Department Managers

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 – Yes
- c. Lack of awareness- Yes

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

Meeting with all departments.

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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