

Information Asset Register



Stockport
Clinical Commissioning Group

IARN	Data held	Why held	Security Measures	Publicly Available?
ORGANISATIONAL DOCUMENTS				
IARN001	CCG Strategies & Organisational Policies	To guide CCG staff	Encrypted Server Restricted access to folders	Published on the CCG website
IARN002	Governing Body papers	Public record of decision making	Encrypted Server Restricted access to folders	Part one papers published on the CCG website. Part two papers are internal documents.
IARN003	Governing Body Register of Interests	Public record	Encrypted Server Restricted access to folders	Published on the CCG website
IARN004	Council of Members meetings	Public record of decision making	Encrypted Server Restricted access to folders	Minutes published on the CCG website
IARN005	Operational Executive meetings	Record of decision making	Encrypted Server Restricted access to folders	Internal documents
IARN006	Directors meetings	Record of decision making	Encrypted Server Restricted access to folders	Internal documents
IARN007	Quality & Provider Management Committee	Public record of decision making	Encrypted Server Restricted access to folders	Minutes published on the CCG website
IARN008	Clinical Policy Committee	Public record of decision making	Encrypted Server Restricted access to folders	Minutes published on the CCG website
IARN009	Audit Committee	Public record of decision making	Encrypted Server Restricted access to folders	Minutes published on the CCG website
IARN010	Remuneration Committee	Record of decision making	Encrypted Server Restricted access to folders	Internal documents

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COMMISSIONING				
IARN011	Contracts with service providers	Contracting purposes	Encrypted Server Restricted access to folders	Not all - commercially sensitive ICT contracts over £10,000 published Contracts over £10,000 published
IARN012	Performance & Activity databases	Performance management of service providers	Encrypted Server Restricted access to folders	Information included in regular Board reports, published on CCG website
IARN013	Invoices for service provision	Contracting purposes	SBS encrypted system Restricted access to budget holders	Spending over £25,000 published
IARN014	Service Reviews	Performance management of service providers	Encrypted Server Restricted access to folders	Information included in regular Board reports, published on CCG website
IARN015	Tender specifications	Contracting purposes	Encrypted Server Restricted access to folders	Contracts over £10,000 published
IARN016	Tender applications	Contracting purposes	Encrypted Server Restricted access to folders	No – commercially sensitive
IARN017	Tender Review Panels	Contracting purposes	Encrypted Server Restricted access to folders	No – commercially sensitive
IARN018	Contract Awards	Contracting purposes	Encrypted Server Restricted access to folders	Contracts over £10,000 published
IARN019	Joint Commissioning database	Performance management of service providers	Encrypted Server Restricted access to folders	No – commercially sensitive
SERVICE REFORM PROJECTS				
IARN020	Healthier Together	Record of decision making & plans	Encrypted Server Restricted access to folders	Information published on CCG website and Healthier Together site
IARN021	Integrated Care	Record of decision making & plans	Encrypted Server Restricted access to folders	Information published on CCG website
IARN022	Primary Care Reform	Record of decision making & plans	Encrypted Server Restricted access to folders	Information published on CCG website

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IARN023	End of Life Care	Record of decision making & plans	Encrypted Server Restricted access to folders	Final project information reported to Governing Body and papers published on CCG website
IARN024	Unscheduled Care	Record of decision making & plans	Encrypted Server Restricted access to folders	Final project information reported to Governing Body and papers published on CCG website
PRIMARY CARE DEVELOPMENT				
IARN025	GP membership details	Contacts for day-to-day liaison	Encrypted Server Restricted access to folders	List of practices on CCG website and contacts available on NHS Choices website
IARN026	Locality Council folders	Record of decision making & plans	Encrypted Server Restricted access to folders	Meeting notes published on CCG website
IARN027	Enhanced Primary Care Framework	Record of decision making & plans	Encrypted Server Restricted access to folders	Final project information reported to Governing Body and papers published on CCG website
IARN028	Prescribing referrals	Advice service for GP practices on medicines management	Paper records locked in cabinets. Restricted access to electronic files.	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN029	Prescribing Audits	Review of effective use of medication	Paper records locked in cabinets. Restricted access to electronic files.	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN030	Black & Grey lists	Record of decision	Encrypted Server Restricted access to folders	Published on CCG website
IARN031	Interpretation service data	To track use and required languages	Encrypted Server Restricted access to files.	Anonymised report published annually on the CCG website.
CONTINUING CARE				
IARN032	Continuing Healthcare database	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN033	Continuing Healthcare Funding Review Panels	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.

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IARN034	Care Home Reviews	Performance management of service providers	Encrypted Server Restricted access to folders	Reports to Governing Body published on CCG website
INDIVIDUAL FUNDING REQUESTS				
IARN035	Independent Funding Requests	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN036	Individual Funding Review Panels	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN037	Mental Health funding requests	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN038	Mental Health funding reviews	Record of decision making & plans	Encrypted Server Restricted access to folders	No – patient confidentiality Individuals can make Subject Access Requests for specific information pertaining to themselves.
FINANCE				
IARN039	Standing Financial Instructions	To guide CCG staff	Encrypted Server Restricted access to folders	Published on the CCG website
IARN040	Annual Budget Reports	Public record	Encrypted Server Restricted access to folders	Published on the CCG website
IARN041	Non-Healthcare Contracts	Contracting purposes	SBS encrypted system Restricted access to budget holders	Spending over £25,000 published Contracts over £10,000 published
GOVERNANCE				
IARN042	Safeguarding database	Protection of vulnerable adults and children	Paper records locked in cabinets. Encrypted Server Restricted access to folders	No – patient confidentiality

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IARN043	Looked After Children database	Protection of vulnerable adults and children	Paper records locked in cabinets. Encrypted Server Restricted access to folders	No – patient confidentiality
IARN044	Quality reports	Performance management of service providers	Encrypted Server Restricted access to folders	Regular reports to Quality Committee and Governing Body published on CCG website
IARN045	Incidents database	Performance management of service providers & CCG staff	Encrypted system (Safeguard) with restricted access	No – patient confidentiality
IARN046	Risk register	Record of decision making & plans	Encrypted Server Restricted access to folders	Key messages published on CCG website within Audit Committee meeting minutes
IARN047	Strategic Planning & Performance	Record of decision making & plans	Encrypted Server Restricted access to folders	Information published on CCG website
IARN048	Information Governance Toolkit	Audit of information governance	Encrypted system on Connecting for Health site	Final report published on the Connecting for Health website
COMMUNICATIONS				
IARN049	Press releases	Public record	Encrypted Server Restricted access to folders	Published on the CCG website
IARN050	Internal communications	Record of decision making & plans	Encrypted Server Restricted access to folders	Some data may be subject to Freedom of information requests. Individuals can make Subject Access Requests for specific information pertaining to themselves.
IARN051	GP member communications	Record of decision making & plans	Encrypted Server Restricted access to folders	Some data may be subject to Freedom of information requests.
IARN052	Campaigns	Record of decision making & plans	Encrypted Server Restricted access to folders	Relevant sections published on the CCG website

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IARN053	Annual reports	Record of decision making & plans	Encrypted Server Restricted access to folders	Published on the CCG website
IARN054	Engagement grid	To manage patient and public involvement events	Encrypted Server Restricted access to folders	All events and surveys are published and advertised on the CCG's engagement website
IARN055	Patient Panel database	To manage communications with Panel members	Encrypted Server Restricted access to folders	No – personal data protected under the Data Protection Act
IARN056	Engagement contacts list	To manage communications with members of the public interested in CCG work	Encrypted Server Restricted access to folders	No – personal data protected under the Data Protection Act
IARN057	Complaints	To track complaints and organisational learning	Encrypted system (Safeguard) with restricted access	No – disclosure could breach rights of complainants under the Data Protection Act Anonymised report published annually on the CCG website.
IARN058	Claims	To track claims against the organisational	Encrypted system (Safeguard) with restricted access	No – disclosure could breach claimants' rights under the Data Protection Act
IARN059	MPs letters	To manage communications with local MPs	Encrypted system (Safeguard) with restricted access	Some data may be subject to Freedom of information requests.
IARN060	Correspondence	To manage correspondence with service users and public	Encrypted system (Safeguard) with restricted access	Personal correspondence is not made public.
IARN061	FOI Requests	To monitor requests and responses	Encrypted system (Safeguard) with restricted access	In part – information requested is published on website. No contacts of people requesting information published or shared.

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IARN062	Subject Access Requests	To monitor requests and responses	Encrypted system (Safeguard) with restricted access	No – data requested is only made available to the individual in question to maintain their data protection rights. Statistical reports are published annually in the Information Governance Report.
WORKFORCE				
IARN063	Staff Records	To manage workforce	Paper records locked in fire proof cabinets. Restricted access to NHS Electronic Staff Records system.	No – disclosure could breach staff rights under the Data Protection Act
IARN064	Recruitment Files	To manage workforce	Paper records locked in fire proof cabinets. Restricted access to NHS Electronic Staff Records system.	No – disclosure could breach applicants' rights under the Data Protection Act
IARN065	Staff Forum records	To track input into decision making	Encrypted Server Restricted access to folders	No – disclosure could breach staff rights under the Data Protection Act
IARN066	Disciplinaries	To manage workforce	Paper records locked in fire proof cabinets. Restricted access to NHS Electronic Staff Records system.	No – disclosure could breach staff rights under the Data Protection Act
IARN067	Grievances	To manage workforce	Paper records locked in fire proof cabinets. Restricted access to NHS Electronic Staff Records system.	No – disclosure could breach staff rights under the Data Protection Act

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IARN068	Annual Leave records	To manage workforce	Paper records locked in fire proof cabinets. Restricted access to NHS Electronic Staff Records system.	No – disclosure could breach staff rights under the Data Protection Act
IARN069	Training records	To ensure staff capabilities	Encrypted Server Restricted access to folders	Anonymised reports are published annually
IARN070	DBS checks	To protect vulnerable adults and children	Encrypted Server Restricted access to folders	Anonymised reports are published annually
IARN071	Health & Safety records	To protect staff & visitors	Encrypted Server Restricted access to folders	Anonymised reports are published annually
IT				
IARN072	IT records	Record of decision making & plans	Encrypted Server Restricted access to folders	Regular reports to Governing Body published on the CCG's website
IARN073	Huddle shared data tool	To share data with local partners on joint projects	Encrypted online system (Huddle)	Regular reports on projects to Governing Body published on the CCG's website

For more information on accessing publicly held data through the *Freedom of Information Act*, go to the website of the [Information Commissioner's Office](#).

If you would like to access data held about you as an individual, you can make a *Subject Access Request* by contacting

Subject Access Request

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Telephone: 0161 426 5660

Fax: 0161 426 5999

Email: STOCCG.SAR@nhs.net

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