

INFORMATION ASSET REGISTER

Notes

Open Government Licence : the Commissioner has adopted the Open Government Licence. The assumption is that all information we publish is available for Re-use under that licence. Re-use of information we do not publish will be considered on a case-by-case basis.

Retention : for information on retention times and policy on destruction, see our File Plan and Retention Schedule in Class 5 of our Guide to Information (<http://www.itspublishing.com/foia/SICPublicationScheme/PSGuidetoInfo.aspx>)



Asset number or ID	Generic asset name	Detailed asset name	What does it do	Information Asset Owner	Business Owner	Where is it held	What personal data does the asset contain?	Access	In what format is it held?	Publication status	Publication description	Publication route	Publication format	Risks / impact This column has not yet been populated	Suggested future development This column has not yet been populated
	<i>Use a descriptive name that explains the general subject area of the information NOT where and how it is held</i>	<i>Use a descriptive name that explains the specific subset of subject area. The subset must be capable of being an asset in its own right. Do not describe where and how it is held</i>	<i>Describe briefly what the body of information is used for, even if it is in more than one location or system.</i>		<i>There may be more than one business owner. This column should record who the lead business owner is</i>	<i>Select as many as appropriate</i>	<i>Select as many as appropriate</i>	<i>Briefly describe the access arrangements and controls.</i>	<i>Select as many as appropriate</i>	<i>Select one</i>	<i>Type in brief description</i>	<i>Select as many as appropriate</i>	<i>Select as many as appropriate</i>	<i>Describe briefly the risk impact with reference to Risk Register</i>	
1	Applications (Appeals)	Workflow and management	Workflow, management and outcome information on applications to the Scottish Information Commissioner made under FOISA, EIRS and INSPIRE. Provides internal performance data and statistical information.	HOCS	HOE	Workpro, VC, Website, Website CMS	Some is personal data, Some is sensitive personal data	All staff access Workpro, but in managed environment. Staff are security cleared. Level of access dependent on function and team	Workpro case file, Excel spreadsheet, PDF	Some	Data forms basis of three published reports: six monthly PA data by region and PA type, quarterly dashboard, annual report and accounts. List of current applications also published (may be anonymised) (Data also published through decisions database on the website - see Asset number 2)	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
2	Applications (Appeals)	Decisions database	Publication of Decisions issued by the Scottish Information Commissioner under FOISA, EIRS and INSPIRE. Supports openness and transparency, and informs users of exemptions and exceptions applied in each case.	HOCS	HOPI	Website, Website CMS	Some is personal data	Available without restriction to staff and website visitors	PDF, Website content	All	Database provides, for each Decision, the Decision number, Applicant (may be anonymised) Description of subject matter, outcome of Decision, date issued, FOISA exemptions applied, and EIR exceptions applied Hyperlink to HTML version of each Decision Hyperlink to PDF for each Decision	Website - database	PDF, Other		
3	Complaints	Workflow and management	Workflow, management and outcome information on complaints (about us) received by the Scottish Information Commissioner. Provides internal performance data and statistical information.	HOCS	HOCS	Workpro, VC	Some is personal data, Some is sensitive personal data	All staff access Workpro, but in managed environment. Staff are security cleared.	Workpro case file, Excel spreadsheet, Word document	Some	Data published in annual report - number of complaints received, and outcomes	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
4	Contacts	Mailing lists	Contact details for stakeholders and subscribers - supports the Scottish Information Commissioner's duty to enforce and promote Scotland's freedom of information laws, and publicly reporting performance	HOCS	HOPI	Workpro, VC, ACT!	Some is personal data	All staff access in managed environment. Level of access dependent on team and function. All staff are security cleared	Excel spreadsheet, CSV, Other database	None					
5	Corporate	Finance data	Information supporting the recording, management and reporting of the Scottish Information Commissioner's income and expenditure	HOCS	HOCS	VC, Filing cabinet, Pedestal, Website, Website CMS	Some is personal data	All staff access in managed environment. Level of access dependent on team and function. All staff are security cleared.	Word document, Excel spreadsheet, Other database, Hard copy	Some	Monthly reports of expenditure. Audited Annual Report and Accounts. Senior Management Team expenses claims. Cost of recent Court Appeals	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
6	Corporate	Public Services Reform (Scotland) Act 2010 expenditure	Information on expenditure on PR, overseas travel, hospitality and entertainment, and external consultancy Details of any individual payments made which are over £25,000 Numbers of staff who receive remuneration of over £150,000	HOCS	HOCS	VC, SAGE, Website, Website CMS	Some is personal data	All staff access in managed environment. Level of access dependent on team and function. All staff are security cleared.	CSV, PDF, Excel spreadsheet, Word document	All	Quarterly and annual statements of relevant expenditure	Website - GTI, Website - content	PDF, CSV		
7	Corporate	Register of Key Documents	Database of 'Key Documents' including name, publication scheme classification, approver, responsible manager, last review date, planned review date, publication date, website file library name Supports the management of key documents to ensure content is current and accurate, and documents on the website (Guide To Information) are the latest version	HOCS	HOCS	VC	Some is personal data	All staff access in managed environment. Level of access dependent on team and function. All staff are security cleared.	PDF	None					
8	Corporate	Corporate management and operational records	Records supporting the management and operation of the Scottish Information Commissioner, including those relating to governance, HR, facilities management, finance, information management, IT, and policy & communication functions	HOCS	HOCS	Outlook, Filing cabinet, VC, P-Drive, Pedestal, Z-drive or desktop, ACT!, SAGE, Simply Personnel	Some is personal data, Some is sensitive personal data	All staff access in managed environment. Level of access dependent on team and function. All staff are security cleared	Word document, Excel spreadsheet, CSV, PDF, Email, Hard copy, Other file format	Some	See individual items in this register for the publication arrangements for specific assets. In addition, a wide range of information is published in compliance with the requirements of the Model Publication Scheme: Class 1 - About the authority Class 2 - How we deliver our functions and services Class 3 - How we take decisions and what we have decided Class 4 - What we spend and how we spend it Class 5 - How we manage our human, physical and information resources Class 6 - How we procure goods and services from external providers Class 7 - How we are performing Class 8 - Our commercial publications (none) Class 9 - Our open data	Website - GTI, Website - content	PDF, Excel		
9	Enquiries	Workflow and management	Workflow, management and outcome information on enquiries received by the Scottish Information Commissioner. Provides internal performance data and statistical information.	HOCS	HOCS	Workpro, VC	Some is personal data, Some is sensitive personal data	All staff access Workpro, but in managed environment. Staff are security cleared.	Workpro case file, Excel spreadsheet, Word document	Some	Data published in annual report - number received per annum	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
10	Information Requests (incl. subject access requests)	Workflow and management	Workflow, management and outcome information on information requests and subject access requests received by the Scottish Information Commissioner. Provides internal performance data and statistical information.	HOCS	HOCS	Workpro, VC	Some is personal data, Some is sensitive personal data	All staff access Workpro, but in managed environment. Staff are security cleared.	Workpro case file, Excel spreadsheet, Word document, PDF	Some	Data published in GTI and annual report - number and type received and closed per annum	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
11	Interventions	Workflow and management	Workflow, management and outcome information on issues recorded and interventions carried out by the Scottish Information Commissioner to monitor and support improvement in public authority practice. Provides internal performance data and statistical information.	HOCS	HOPI	Workpro, VC	Some is personal data, Some is sensitive personal data	All staff access Workpro, but in managed environment. Staff are security cleared.	Workpro case file, Excel spreadsheet, Word document	Some	Data published in annual report - number of interventions carried out	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		

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12	IPSOS Mori Polling results	Data and report on survey of public opinion of FOISA and EIRs	Provides detail and outcome of independent poll of public opinion	HOCS	HOPI	VC, Website, Website CMS	None	Anybody (internal and external) can access the data and report published on the website All staff can access the data and report on internal systems	PDF	All	Data and report published	Website - GTI, Website - content	PDF		
13	Public Authorities	Scottish Public Authorities database	Database of Scottish Public Authorities defined under Schedule 1 of FOISA, including name, address, and contact details for each public authority and relevant contacts	HOCS	HOPI	Workpro, Website	Some is personal data	Available without restriction to staff and website visitors All staff can access the database on internal systems	Other database	Some	Name, address and principle contact details for Schedule 1 bodies published on the website (details to be updated)	Website - database	Other		
14	Publication Schemes	Workflow and management	Workflow, management and outcome information on the approval, monitoring and enforcement (see also Interventions) of public authorities' publication schemes. Provides internal performance data and statistical information.	HOCS	HOPI	Workpro, VC	Some is personal data	All staff can access the data and report on internal systems	Workpro case file, Excel spreadsheet, Word document	Some	Data published in annual report - percentage of bodies submitting notifications within target period	Website - GTI, Website - content, Electronic distribution, Hard copy distribution	PDF, Hard copy		
15	Scottish Public Authorities FOI and EIRs data	FOI and EIRs Public Authority statistics database	The data submitted by Scottish public authorities is collated by the Scottish Information Commissioner and available for anyone to interrogate and analyse.	HOCS	HOPI	Website, VC, Website CMS	None	Anybody (internal and external) can access the data. Administrative access to the database is limited to staff by function	Other database, Excel spreadsheet	Some	The data set is accessible on our website	Website - database	CSV		
16	Website	Website file library	Repository for management of documents published via the website	HOCS	HOPI	Website CMS	Some is personal data	Access to the library is limited to staff by function	Word document, PDF, CSV, Excel spreadsheet, JPEG, EPS	All	Documents and images held in the library are published in GTI and webpages	Website - GTI, Website - content	PDF, Word, Excel, CSV, JPEG, EPS		

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Business Owner	Location	Personal data	Format Held	Publication status	Publication route	Publication format
HOCS	Workpro	None	Workpro case file	All	Website - GTI	PDF
HOE	VC	Everything is personal data	Website content	Some	Website - content	Word
HOP1	P-Drive	Some is personal data	Word document	None	Website - database	Excel
	VC		PDF			CSV
	VC		Other database			Other
	Z-drive or desktop		Hard copy			JPEG
	Pedestal		JPEG			EPS
			EPS			
			CSV			
SIC	Website	Some is sensitive personal data	Excel spreadsheet		Electronic distribution	
other	SAGE		Email			

Website CMS

CSV

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Business Owner

Location

Personal data

Format Held

Publication status

Publication route

Publication format

other

Outlook

PDF

Other

other

CSV

Hard copy distribution

Hard copy