

## PBNI INFORMATION ASSET REGISTER 2015

The Government has mandated minimum measures to protect information. They are minimum measures in that you must list your assets.

Information Asset Owners (IAOs) are asked to complete and maintain this form to establish and record their Information Assets as an aid to their identification and management as part of the information assurance process. This may be reviewed annually by Internal Audit or a representative from the Senior Information Risk Owner's office.

<b>Business Area: Probation Board for Northern Ireland</b>					<b>IAO: Paul Doran, Deputy Director</b>						
Asset No.	Information / Data Group / System Name (state if personal data and quantity)	IAO	Data Manager / Supplier	Location (System / Building, Room)	Protective Marking & Impact Level (IL) <sup>1</sup> change impact level	Business Requirement	Sharing Information			Removable Media Protection <sup>2</sup>	Retention Req.
							Who (state the name on the ISA <sup>3</sup> )	When	Method of transfer		
1.	Client Information	All Operational Assistant Directors  Head of IT	PBNI	Main Server in PBNI HQ  Information input in PBNI Field, Prison & Specialist Offices  The OASIS Group	<b>Official Sensitive</b>  IL (for C-I-A) is <b>3-3-3</b>	Providing client information to relevant PBNI staff	Relevant Statutory, Non Statutory and Voluntary organisations within Criminal Justice	As needed	Manual & Electronic	N/A	Normal Review process is 5 years from end of order, except for specified offences which is upon death or 99 years after DOB

<sup>1</sup> State Impact Levels for Confidentiality (C); Integrity (I); Availability (A) refer to Information [Security Standard No.1 Part 1 Annex A](#)

<sup>2</sup> State what protection is given to the removable media that the information asset is stored on if applicable

<sup>3</sup> ISA – Information Sharing Agreement

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2.	Depositions	Assistant Director Courts	PBNI	Main Server in PBNIHQ  PBNI Field, Prison & Specialist Offices	OFFICIAL SENSITIVE  IL (for C-I-A) is <b>3-3-3</b>	Contains information relating to current cases or cases that may result in a request for a PSR	N/A	N/A	N/A	N/A	Normal Review process is 6mths – 2 years. For specified offences upon death or 99 years after DOB
3.	Victim Information Scheme (VIS) Systems	Assistant Director Prisons	PBNI	Main Server in PBNI HQ  Locked Filing Cabinets in Victims Unit	OFFICIAL SENSITIVE  IL (for C-I-A) is <b>3-3-3</b>	Contains Referrals, ongoing work and evaluation with Victims  Corporate governance of VIS.  Management information	N/A	N/A	N/A	N/A	Normal Review process is five years from end of order
4.	Personnel Administration Management System (PAMS) and paper based staff personal	Head of Human Resources	PBNI	Main Server in PBNI HQ  Information input by	OFFICIAL SENSITIVE  IL (for C-I-A) is <b>3-3-2</b>	To record, manipulate and manage all necessary HR and Training data relating to	N/A	N/A	N/A	N/A	2-72 year retention period

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							Who (state the name on the ISA <sup>3</sup> )	When	Method of transfer		
	files			staff at HR PBNI HQ  Filing Cabinets HR, PBNI HQ	IL (for C-I-A) is <b>3-3-2</b>	individual staff					
5.	Recruitment & Selection – Electronic & Paper Files	Head of Human Resources	PBNI	PBNI HQ	OFFICIAL IL (for C-I-A) is <b>2-3-2</b>	All paper work pertaining to a recruitment and selection process	N/A	N/A	N/A	N/A	1-3 years
6.	Security Personnel Files	Head of Human Resources	PBNI	PBNI HQ	OFFICIAL SENSITIVE IL (for C-I-A) is <b>3-3-2</b>	Review dates for vetting purpose	N/A	N/A	N/A	N/A	5-10 years
7.	Health & Safety Files	Head of Human Resources	PBNI	PBNI HQ	OFFICIAL IL (for C-I-A) is <b>2-3-2</b>	Health and Safety information relating to PBNI workplaces, training of staff, accident and incident details. Information	N/A	N/A	N/A	N/A	1-40 years

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							Who (state the name on the ISA <sup>3</sup> )	When	Method of transfer		
						relating to H&S topics and implementation of H&S policies.					
8.	Financial Records Electronic and Paper <b>(Pre July 2012)*</b> Sun Financials IT system  *Post July 2012, System transferred to Account NI (IAO-DFP).	Head of Finance	PBNI/Sysco Systems	Main Server in PBNI HQ  Locked Storage on 5 <sup>th</sup> Floor HQ  Secure off Site storage	OFFICIAL IL (for C-I-A) is <b>2-2-2</b>	Historical Information relating to payments made to suppliers, income received, invoices issues. Supplies bank accounts, addresses etc	N/A	N/A	N/A	N/A	1-7 years
9.	Salary Records Electronic and Paper  Cintra payroll system	Head of Finance	PBNI/Sysco systems	Locked storage on 5 <sup>th</sup> floor, HQ and  Main Server in PBNI HQ  Secure off site storage	OFFICIAL IL (for C-I-A) is <b>2-3-3</b>	Staff payroll details, bank accounts	N/A	N/A	N/A	N/A	7 Years

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10.	Accommodation & Supplies Electronic and Paper  <b>Pre July 2012*</b>  Sun e-procurement  *post July 2012 transferred to Account NI (Oracle) (IAO- DFP).	Head of Finance	PBNI/ Sysco systems	Secure store in HQ and Main Server in PBNI HQ  Secure off site storage	OFFICIAL IL (for C-I-A) is <b>.2-2-2</b>	Purchase orders and requisitions, Information relating to PBNI Buildings/ Tenders	N/A	N/A	N/A	N/A	1-15 years
11.	Community Development Electronic and paper	Head of Finance	PBNI	Locked storage on 5 <sup>th</sup> floor, HQ and Main Server in PBNI HQ	OFFICIAL IL (for C-I-A) is <b>2-3-2</b>	Information relating to organisations applying or receiving community development funding	N/A	N/A	N/A	N/A	7 Years
12.	Board & Committee Information	Head of HR	PBNI	HQ – North Street	OFFICIAL IL (for C-I-A) is <b>2-3-2</b>	All papers relating to Board meetings or committees	N/A	N/A	N/A	N/A	Permanent
13.	Personal Files	Head of HR	PBNI	HQ –	OFFICIAL	Personal	N/A	N/A	N/A	N/A	5 Years

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							Who (state the name on the ISA <sup>3</sup> )	When	Method of transfer		
	on Board members			North Street	SENSITIVE IL (for C-I-A) is <b>3-3-2</b>	Information					
<b>14.</b>	Senior Management Team Meetings	Head of Communications	PBNI	HQ – North Street	OFFICIAL IL (for C-I-A) is <b>2-3-2</b>	Papers relating to Senior team meetings/ briefings	N/A	N/A	N/A	N/A	5 Years
<b>15.</b>	Communication Electronic & paper	Head of Communications	PBNI	Main Server in PBNI HQ Secure storage HQ	OFFICIAL IL (for C-I-A) is <b>3-3-2</b>	Files relating to FOI, DPA, Records Management PQ and AQ. Policy maintenance & development Consultations	N/A	N/A	N/A	N/A	Reviewed after 5 years
<b>16.</b>	Requests under DPA	Head of Communications	PBNI	Main Server in PBNI HQ	OFFICIAL SENSITIVE IL	Contains personal & Sensitive	The Data Subject. Relevant	As requested	Manual & Electronic		

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				Secure storage HQ	(for C-I-A) is <b>3-3-2</b>	information relating to service users	Statutory, Non Statutory and Voluntary organisations within Criminal Justice				
17.	Complaints Electronic & Paper	Head of Communications	PBNI	Main Server in PBNI HQ HQ – North Street	OFFICIAL IL (for C-I-A) is <b>3-2-2</b>	Compliance with complaints policy	N/A	N/A	N/A	N/A	5 Years
18.	Complaints referred to NI Ombudsman	Head of Communication	PBNI	Main Server in PBNI HQ HQ – North Street	OFFICIAL SENSITIVE IL (for C-I-A) is <b>3-3-2</b>	Contains personal & Sensitive information relating to service users	The Data Subject. NI Ombudsman's Office	As requested	Manual & Electronic		
19.	Business Planning Electronic & paper	Deputy Directors	PBNI	Main Server in PBNI HQ HQ – North Street	OFFICIAL IL (for C-I-A) is <b>2-2-2</b>	Files relating to Business Planning & Risk Management	N/A	N/A	N/A	N/A	5 Years

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20.	Inspections Electronic & paper	Deputy Director (Acting)	PBNI	Main Server in PBNI HQ HQ – North Street	OFFICIAL IL (for C-I-A) is <b>2-2-2</b>	Files relating to Inspections	N/A	N/A	N/A	N/A	5 Years
21.	Statistics & Research	Deputy Director (Acting)	PBNI	Main Server in PBNI HQ HQ – North Street	OFFICIAL IL (for C-I-A) is <b>2-2-2</b>	Provision of management information (internally and externally to DOJ).  Business Planning Requirements	N/A	N/A	N/A	N/A	1-5 Years