# INFORMATION ASSET REGISTER

**Notes**

*Open Government Licence*: the SIC 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 Re-use of information we do not publish will be considered on a case-by-case basis.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.itspublicknowledge.info/home/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 |
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| | *Use a descriptive name that explains the general subject area of the information NOT where and how it is held* | *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* | *Describe briefly what the body of information is used for, even if it is in more than one location or system.* | | *There may be more than one business owner. This column should record who the lead business owner is* | *Select as many as appropriate* | *Select as many as appropriate* | *Briefly describe the access arrangements and controls.* | *Select as many as appropriate* | *Select one* | *Type in brief description* | *Select as many as appropriate* | *Select as many as appropriate* | *Describe briefly the risk impact with reference to Risk Register* | |
| 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. | HOOM | 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. | HOOM | 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. | HOOM | HOOM | 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 | HOOM | 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 | HOOM | HOOM | 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 | HOOM | HOOM | 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 | HOOM | HOOM | 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 | HOOM | HOOM | 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. | HOOM | HOOM | 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. | HOOM | HOOM | 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. | HOOM | 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 | | |
| 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 | HOOM | 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 | | |

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| 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 | HOOM | 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 | 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. | HOOM | 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. | HOOM | 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 via a portal on our website | Website - database | CSV | | |
| 16 | Website | Website file library | Repository for management of documents published via the website | HOOM | 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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