CMG	Asset Ref No.	Asset Name	Description	What type of data does the asset hold?	What data is it, NONPCD, PCD1, PCD2	Where is the data held	POC/Live/Archived	Data Owners	System Owners	How are staff trained to use this asset?	Are there defined access controls	Remote Access to Asset or to Data?	3rd Party access	Signed confidentiality agreement	Is the asset an electronic system that other departments access? Describe.	Registration / Deregistration process	Password strength - Define	Will mobile equipment be used Yes/No	If Yes is it encrypted	Is this a Research Database?	Business continuity Plans in place	Additional comments	Data Protection Impact Assessment completion date	Audited	Risk Score under 2019 Structure (RAG automatically rated)

Domain	Ref	System	Description	Data	Code	Installation	Status	Ownership/Implementation	URL	Training	Super Users										Decommission
Corpor ate	IAR001	Winscri be	Applica tion: Easy to use, secure, profess ional dictatio n softwar e solutio n for Healthc are. Winscri be integra tes softwar e, system s, process and people, so they work togethe r to Meet Busines s goal. Founde d in 1995, Winscri be is recogni zed for providi ng robust Dictatio n workflo w, clinical corresp ondenc e and busines s process manag ement solutio ns.	Patient data: consult ation notes, medical history, diagnos is, care/tr eatmen t plannin g ("Two types of dictatin g equipm ent are used; speech microp hones commo nly used in consult ation rooms and hand held units used with docking station s on ward rounds. ")	PCD2	*The license d softwar e has been installe d on dedicat ed servers and the softwar e is installe d on the require d PCs by the people who use it.*	Live	*Depart ments have local owners hip of implem enting the system includin g Medici ne, Surgery , Cardiol ogy, Renal and Urolog y, Cancer and Childre n's. IM&T are providi ng helpdes k, technic al and project support . (Super User List: http://i nsiteto gether. xuhl- tr.nhs.u k/corp/ migrate d/Docu ments/I T/Wins cribe% 20Supe r%20Us ers%20 by%20S pecialty .pdf)*	http://i nsite.xu hl- tr.nhs.u k/home page/cl inical/cl inical- system s-and- applica tions/w inscribe -	Our supplie r of WinScri be, SRC, provide s training for authors , typists and super users (super users then provide training for any new users). Clinical Busines s Units (CBUs) are require d to maintai n an adequa te numbe r of super users to sustain that training capabili ty. Our IT training team can also provide super user tra ining. Book at cource online at www .euhl.or g.uk select 'Bookin g System' and choose 'IT Trainin g L) WinScri be' from	Yes - Users and Superu sers									No	

								the list. Tra ining queries : it.traini ng@uhl - tr.nhs.u k or x5662.																	
Corpor ate	IAR002	ICE	Applica tion: Expand ed since initial risk assess ment. All in-patient wards to replace ICM.	Patient data and medical detail includi ng patholo gy and radiolo gy	PCD2		Live												No						

				Live trial for outpatient. Clinical application which helps GP/ED to electronically request pathology and radiology tests from the relevant UHL departments. ICE Messaging is used only by Emergency Department(ED). It is also used in the Emergency Department as an electronic order communications system. Discharge letters for inpatients are also generated in ICE and sent to doctors electronically																						

Corporate	IAR003	HISS	Application: HISS stands for Hospital Information Support System. The main function of HISS is to record all hospital activity (admissions, outpatient appointments, etc.) and patient demographic details (name, address, date of birth, title, ethnic group, etc). When the information held about patients is kept up to date, HISS is an effective method of tracking a patient and their activity within the hospital. Statisti	Patient and work flow	PCD2		Live			Staff are trained face to face prior to access given										No					

cal information is extracted from the patient records held on HISS. This asset also includes Patient Centre. This allows users to edit, display and print a whole range of patient demographic data (which includes patient's name, address, NHS number, GP details, etc) episode details, ward and clinic lists and other reports. It displays information in a clear, intuitive and visual way. Admitting, transferring and discharging patients is a

			lot simpler for ward staff and it also supports and facilitates effective bed management throughout the Trust. This is a Windows front end to HISS.																						
CSI	IAR004	Choose and Book	Application: Choose & Book is a national application which helps to electronically book appointments for outpatients. GP picks a service or a clinic to refer the patient using Choose & Book. The receptionist			Live												No						

			coordinates with the patient to complete the registration formalities. The patients can decide their date & time according to their convenience. The patients can book their appointments date & time over phone or via internet. Registration and appointment details added directly onto HISS. Appointment is a provisional appointment, not confirmed by the hospital. The patient gets a letter stating the same. Consultant revives the																			

| Corporate | IAR005 | ICM - Clinical Manage | National system, contract ends in 2015, all functionality will be moved over to ICE…Application: Order commu | | | Archived | | | | | | | | | | | | No | | | | |

(Row above, continued from previous page:)

appointment, and then he decided whether he wants to see the patient, or the patient has to been by someone else. The consultant may also reject an appointment based on whether the patient needs to be seen or not. A confirmation letter is then sent to the patient including the status of the appointment and their details.

CSI	IAR006	iLab																						

			nicatio ns system for inpatie nt areas for patholo gy, radiolo gy service request s. Service referral s for diagnos tic and support service s. Order commu nicatio n solutio n for wards to order tests, view results and also see status of their orders.																						
CSI	IAR006	iLab	Applica tion: ILAB is a legacy patholo gy system that assists with specim en manag ement and workflo w. It connec ts to the depart mental analyze r equipm ent, produci ng results				Live												Yes	Yes	No	iLab follows the Trust BCP as it sits on the networ k				

			that are distributed to other hospital systems e.g. ICE, ICM.																							
IM&T	IAR007	Fixed Telephony	Telephony: Fixed telephone systems. Implementing unified comms, MS Lync.			Live														No						
IM&T	IAR008	Mobile Telephony	Telephony: Mobile telephones (EE network)/Blackberry Services			Live														No						
IM&T	IAR009	Bleep system	Telephony: Bleep system used by Trauma team and medical /nursing staff on call at Glenfield			Live														No						
	IAR010	VACANT ENTRY																							IAR010	
	IAR011	IBM GSNi	Communications: Provides connectivity between IBM GD team (AM Wave 1 Tower) in Pune India to IBM			Live														No						

Area	Ref	Asset	Description			Status	Org	Dept																		
			North Harbour																							
IM&T	IAR012	NTT Backbone	Communications: Backbone network connectiing NTT Data Centre (Slough) and Servcie Desk (Bangalore) with IBM North Harbour and UHL Server rooms (LRI and Glenfield)			Live														No						
IM&T	IAR013	UHL Desktop anywhere	Network: VDI VMWare Virtual Desktop used to deliver secure access from India locations (AM, administrators and Service desk agents) to production systems in UHL server rooms. This asset also includes the secure IPSEC			Live	UHL	IM&T	Guidance given out to staff	Yes 2 factor authentication - swivel credentials	Yes		N/a		Yes		passcode determined from substitution	Yes	Yes	No	Yes				

			VPN tunnels to connect remote users to UHL network to the Desktop Anywhere VPN.																			
Corporate	IAR014	Sharepoint	Management System: Sharepoint is the UHL IM&T collaboration platform. Management System: LANdesk is the UHL Service Desk and Incident management system			Live											No				
	IAR015	VACANT ENTRY																				
Corporate	IAR016	Test Request	Information Asset: Pathology/Radiology Test Request			Live											No				
Corporate	IAR017	Admission	Information Asset: Admission procedure			Live											No				
Corporate	IAR018	Clinic Appointment	Information Asset: Outpatient appointment			Live											No				

Corpor ate	IAR019	Patient Demog raphic	Inform ation Asset: Patient demogr aphic details (name, address , date of birth, title, ethnic group, etc).				Live												No				
Corpor ate	IAR020	MPI	Inform ation Asset Master Patient Index. Demog raphic info on patient, held on HISS. Kept up to date by DoH.				Live												No				
Corpor ate	IAR021	Outpati ent Appt	Inform ation Asset: Outpati ent appoint ment				Live												No				
Corpor ate	IAR022	Referra l Letter	Inform ation Asset: Referra l letter from GP to consult ant.				Live												No				
Corpor ate	IAR023	Inpatie nt Svc Req	Inform ation Asset: Service referral s for diagnos tic and support service s, includi ng patholo gy and radiolo gy service request s.				Live												No				

Corporate	IAR024	Test Order	Information Asset: Test orders from GP's through ICE and send those requests to the pathology and radiology labs for test.				Live													No					
IM&T	IAR025	ISMS Documents	Information Asset: Documents required to support ISO27001 certification, indexed and stored in the ISMS Access rights are managed through IBM Public Group Manager (PGM)				Live													No					
	IAR026	VACANT ENTRY																							
	IAR027	VACANT ENTRY																							
IM&T	IAR028	HISS Audit Log	Information Asset: Audit log from the HISS Application records accesses to HISS data, to be used				Live													No					

			in misuse investigations																						
IM&T	IAR029	Windip	EDRM (electronic scanning of notes). Go-live end June 2015. Inpatient and outpatient notes.				Live													No					
CSI	IAR030	EPMA	Medical prescribing system. Bedside prescription of drugs at hospitals. (LRI). Linked to MPI.				Live	UHL									Yes	Yes	No					
IM&T	IAR031	Contract Information (Due North)	This relates to any information relating to the contract between the Trust and the MBP.				Live												No					
	IAR032	VACANT ENTRY																							
	IAR033	VACANT ENTRY																							
IM&T	IAR034	UHL Network	Refers to the metropolitan network that crosses all MBP sites that fall within the scope of certific				Live												No					

			ation as defined in the ToR.																				
	IAR035	VACANT ENTRY																					
	IAR036	VACANT ENTRY																					
IM&T	IAR037	IG Toolkit: Privacy Unit	Online assessment tool for the IG department: now archived and replaced by DS&P Toolkit	Corporate Data	PCD1	Within UK	Archived	UHL	NHSDigital	Departmental training by Privacy Unit and online guides	Hierarchy- Full access down to assessor access	Online system	NHS Digital can review evidence	N/A	N/A	Access is requested via the HSCIC service desk.	in accordance with HSCIC requirements	No	N/A	No	N/A		#########
IM&T	IAR038	DS&P Toolkit: Privacy Unit	Data Security and Protections Toolkit- this is an evidence base created by NHS Digital and is the method by which the Privacy Unit keep NHSD up to date with the Trust's Privacy progress. Replaced the IG Toolkit.	Corporate Data	PCD1	Within UK	Live	UHL	NHSDigital	Departmental training by Privacy Unit and online guides	Hierarchy- Full access down to assessor access	Online system	NHS Digital can review evidence	N/A- contractual obligation	No	Administrated by Privacy Unit	Set by NHSD	Yes	Yes	No	Belong to NHSD	N/A	Annually

MSS	IAR039	Achiever Medical v.3 – Interactive Software Ltd	Web based system which stores bone donor and bone recipient data				Live	UHL	UHL - Bone Bank (pay an annual maintenance charge)	Yes	Yes	No	Only by company for maintenance. Agreement in place which includes confidentiality	Yes	No		Poor, needs improving	No	N/A	No	Yes			

MSS	IAR040	Call Explorer - CUBIX ltd	System records, encrypts and stores consent conversations carried out by phone re Bone Bank				Live	UHL	UHL - Bone Bank (pay an annual maintenance charge)	Yes	Yes	No	Only by company for maintenance, with our authority. No confidentiality agreement as Cubix cannot access data	N/A	No		Good	No	N/A	No	Yes				
R&I	IAR041	EDGE	Research system-contains every research study conducted by the Trust's R&I Department.	Corporate Data	PCD2	Within UK	Live	UHL		Departmental training	Yes									Yes						
R&I	IAR042	TOPS																		Yes						

Corporate	IAR043	Allocate Optima	staff roster system	First name, surname, emmployee number, NI No, DoB, NoK, Hours, banding increment point	First name, surname, emmployee number, NI No, DoB, NoK, Hours, banding increment point	Within UK	Live	UHL	Allocate Optima	Yes via handbook before access given	System Admin, Ward Manager, Head of Nursing, RBAC. (Allocate use Development and Admin)	No	N/A	N/A	N/A	Confirm with SM	In accordance with Trust policy	Yes	Yes	No	New BCP as defined subsequent to Cyber attack.	System is audited on a reactive basis. A review is taking place by Allocate		#########
Corporate	IAR044	TrAction	Audit collation system	Corporate Data	NONPCD	Within UK	Live	UHL	PWC	Handbook sent to staff	Yes by role	N/A	N/A	N/A	N/A	Requests are made via the Data Support service desk at PWC	None defined as not personal data	Yes	Yes	No				#########
RRCV	IAR045	Extracorporeal Life Support Organisation					Live	ECMO	ELSO	No training given		N/A	N/A	N/A	N/A			Yes	Yes	No				
CSI	IAR046	Jarvis Pharmacy Database	Spreadsheet used by Jarvis Pharmacy Team to record current and previous anti-retroviral (ARV) regimens, amount of ARVs supplied and date	Patient name, DOB, S number, ARV regimen, date and amount supplied			Live	UHL	UHL	On job training	Read/Read write	No	N/A	N/A	N/A	Network shares application to be approved by Lynn Fox	Network Credentials	No	N/A	No	UHL BCP and DRP			#########

			supplied																				
CSI	IAR047	IDU Home Delivery Database	Spreadsheet used by Jarvis Pharmacy Team to record home deliveries of anti-retroviral (ARV) medication	Patient name, S number, dispatch date and next delivery date for home delivery			Live	UHL	UHL	On job training	Read/Write	No	N/A	N/A	N/A	Network Shares application to Data Manager	Network Credentials	No	N/A	No	UHL BCP and DRP		#########
Corporate	IAR048	eUHL	Trust training system: now archived and replaced by HELM	Staff data, name, post title, ESR number, trainign dates		Within EEA	Live	Human Resources	UHL	No training		No	N/A	N/A	N/A	Access to the esystme is controlled by L&D	Network Credentials	Yes	Yes	No	UHL BCP and DRP		#########
CSI	IAR049	On call Manager	Pharmacy staff management system			Within UK	Live																
Corporate	IAR050	EDIS	Archived- no longer used in the Trust				Archived																
CSI	IAR051	ICRIS					Live																
RRCV/CSI	IAR052	TIARA	RRCV-Respiratory physiology, patient management system				Live																

Corpor ate	IAR053	NerveC entre	Full patient system includi ng demogr aphics, clinical details, photog raphs, treatm ent, diagnos is etc. etc.	Name, S Numbe r, Addres s, medica tions, imagin g, staff data for who treated pt,	PCD-2	Within UK	Live	UHL-Corpor ate	UHL	Cascad e training	Yes	Vmwar e and mobile devices ie. ipads/ iphone s and BYOD after policy is put in place.	Yes
CSI	IAR054	SOFIA	Pharma cy system-single dose	Patient name, S numbe r, medica tions and dosage	PCD-2		Live						
RRCV	IAR055	PROTO N	Central record of all clinical care for renal patient s at UHL and across Renal Networ k				Live						
	IAR056	VACAN T ENTRY											
Corpor ate	IAR057	EPR	Full patient system				Archive d	UHL					

CSI	IAR058	Lloyds	Word documents used by Jarvis Pharmacy Team and Lloyds Pharmacy team to communicate which patients medication is required by when	Patient name, S number, names of medication required, dates prescription sent, medication delivered and medication returned		Within UK	Live	Pharmacy Dept, UHL	UHL	On the job training	Read/write	No	N/A	N/A	Lloyds Pharmacy through UHL network access log on	Network shares application	Network credentials	No		No	UHL			##########
	IAR059	VACANT ENTRY																					
Corporate	IAR060	HELM	Trust training system	Staff data, name, post title, ESR number, training dates		Within EEA	POC	Human Resources	UHL	No training		No	N/A	N/A	N/A	Access to the systme is controlled by L&D	Network Credentials	Yes	Yes	No	UHL BCP and DRP			##########
IM&T	IAR061	LANDESK	Desktop Services Support	staff name, email address, log number		Outside EEA	Live	IBM	IBM	On the job training	Read/write	No	N/A	N/A	N/A	Access to the systme is controlled by NTT	Network Credentials	No	N/A	No	IBM BCP			##########
Corporate	IAR062	Info Flex				Within UK	Live	UHL										Yes	Yes	No	UHL BCP and DRP			

CSI	IAR063	Blood Track	Haem?	patient details		Within UK	Live	UHL		On job training												check IAA/IAO - Fiona Waller/ Marie Bowett		
	IAR064	VACANT ENTRY																						
Corporate	IAR065	Prism.Net					Live	HD Clinical		Handbook sent to staff														
W&C	IAR066	Shire	Genetics	Genetics	PCD2	Within UK	Live	UHL	Genial	On Job Training	Levels 40, 50, 60	No	N/A	N/A	N/A	Via the IAA		Yes	Yes	No	UHL BCP and DRP			#########
	IAR067	VACANT ENTRY																						
W&C	IAR068	EuroKing (E3)	Maternity		PCD2	Within UK	Live	UHL	Euroking									Yes	Yes	No				
Corporate	IAR069	Redcap	US based non PCD information recording audit tool. No DPIA as yet 25/02/2019		NONPCD	Within UK	Live	UHL	Redcap	No trainig required - input systme only	input system wth audit access for 5 staff	No												
CSI	IAR070	Landauer	Dosimetry System	Staff data, name, NI NUMBer, dosimrty reading ,	PCD1	Outside EEA	Live	Medical Physics	Landauer	no training required - read only system	1 staff access only	No	N/A	N/A	No	Via IAO	Upper lower case, special characters/numbers	No	N/A	No	TBC	Database in USA. Awaiting Tech Specs document - 08/03/2017 ER		
	IAR071	VACANT ENTRY																						

ESM	IAR#072	Clinical Workstation	patient information system	name, address DoB	PCD2	Within UK	Live	Diabetes	UHL	Training by IAA	3 levels user, administrator and System Admin	No	N/A	N/A	No	Via the starters and Leavers process	Trust parameters	Yes	Yes	No	UHL BCP			###########
Corporate	IAR073	Dictate IT	Application: professional dictation software solution for Healthcare. Dictation workflow, clinical correspondence and business process management solutions.	Patient details: demographics, medical history, consultation records, diagnoses, treatment / care details etc	PCD2				Priya Galliara, Project Manager	Yes	User / Super User									No		see 2014 documents on Trust Sharepoint: http://insitetogether.xuhl-tr.nhs.uk/SP2007/ITtemp/Forms/Document%20Set/docsethomepage.aspx?ID=28&FolderCTID=0x0120D520004B0FD60575FA294A89581E95CA3013B4&List=b039a10c-ab29-4f44-97e5-0fbf00d13974&RootFolder=%2FSP2007%2FITtemp%2FDictate%20IT		

Corpor ate	IAR074	TRAC	Online Recruit ment Manag ement applica tion/po rtal (see http://t rac.syst ems/)	Applica nts' contact details, employ ment history, support ing docum entatio n	PCD1 (TBC PCD2)		Conor Ward, Workfo rce (recruit ment)	
Corpor ate	IAR075	SMART	Staff Absenc e System (see http://i nsite.xu hl- tr.nhs.u k/home page/w orking- life/em ployme nt- info/sm art- absenc e)	Staff Sicknes s returns	PCD2			

Corpor ate	IAR076	Membe rship Engage ment Service s LTD	Membe rship Databa se Manag ement System (see https:// www.m embra. co.uk/)	Membe rship (public, staff)					Tiffany Jones, Deputy Directo r of Commu nicatio ns															Mentio ned by DDCom ms in flow mappin g exercis e as part of a nil return - CIP means no longer need to transfe r data. Externa l contrac t with Membe rship Engage ment Service s LTD; busines s area advised that Data is stored on an externa l site and have everyth ing in place as part of the contrac t to ensure that it is safe.		
IM&T	IAR077	Rightfa x	Centrali sed fax server solutio n to integar te with multi- prit devices and email (see http:// www.o						Warren Stone / Chris Darby																	

		pentext.com/what-we-do/products/business-network/fax-solutions/rightfax)																							
	IAR078	VACANT ENTRY																							
	IAR079	VACANT ENTRY																							
Corporate	IAR080	Charity Fundraising Database	Main record of fundraising donors	Pesonal data and limited senstiive data (possibly ethnicity etc)	PCD1, PCD2	Within UK	Live				TBC	No	No							No	No				
W&C	IAR081	Neonatal Outreach CQUIN	Neonatal	Patient	PCD2	Within UK	Live	Outcomes and effectiveness	UHL	N/A	Domain access controls	No	No	No	No	Controlled via shared drive	Network Credentials	Yes	Yes	No	UHL BCP			#########	
W&C	IAR082	Enhanced Supportive Care CQUIN	CQUIN	Patient, clincial diagnosis, Pt exp,	PCD2	Within UK	Live	Outcomes and effectiveness	UHL	N/A	Domain access controls	No	No	No	No	Controlled via shared drive	Network Credentials	Yes	Yes	No	UHL BCP			#########	
	IAR083	VACANT ENTRY																							
MSS	IAR084	Optom anager	Referral system for Optometrist	Patient data	PCD2	Within UK	POC	UHL	Webstar	TBC															
Corporate	IAR085	Real Time Staff database	Monitoring of staffing	Staff Data	PCD1	Within UK	Live	UHL	HARK2	Face to Face Training	TBC	TBC	TBC	TBC	No		TBC	Yes	Yes	No	TBC	Check with Maria McCauley the IAO IAA etc			

Corporate	IAR086	Safecare Live	staff reporting information	Staff Data	PCD1	Within UK	POC	UHL	HARK2	Face to Face Training	TBC	TBC	TBC	TBC	No		TBC	Yes	Yes	No	TBC	Speak to Sam Mitchelson/Maria McCauley		
	IAR087	VACANT ENTRY																						
IM&T	IAR088	MobileIron	Mobile device reporting platform	NONPCD	NONPCD	Within UK	Live	N/A	Bridgeway	N/A	Yes Adminstator, User of corporate domain	N/A	N/A	N/A	No	N/A	TBC	Yes	Yes	No	Yes		#########	
Corporate	IAR089	Webstar	Webbased patient flow system for referrals	Patient Data	PCD2	Within UK	POC	UHL AND LOC	Webstar	TBC	TBC from Webstar	N/A	N/A	N/A	No	Admin in Opthalmologyt manage access	TBC	Yes	Yes	No	revert to paper		#########	
Corporate	IAR090	Enquiniti CRM	Staff information	Staff payroll information	Within UK	Within UK		Enquiniti CRM		TBC	N/A	N/A	N/A	No	Via ESR	Smartcard	Yes	Yes	No	TBC				
Corporate	IAR091	DATIX iCloudIQ	Datix new version that is cloud based.	incident management & RFI system	PCD2	Within UK	POC		DATIX	TBC	TBC	TBC	TBC	TBC	Yes	Via the Risk Department TBC	TBC	Yes	Yes	No	TBC			
CSI	IAR092	Dosewatch		Patient data	PCD2	Within UK	Live	Medical Physics	GE Medical	No training but GE confirm	No	N/A				Via GE Medical	Undefined	Yes	Yes	No	TBC			
CSI	IAR093	PACS	Picture Archiving and Communications System. Carries images etc of patients and administrative			Within UK	Live																	

			data.																		
MSS	IAR094	Occulab Classic	ophthamology data	Patient data	PCD2	Within UK	Live														
MSS	IAR095	Occulab Version 3	ophthamology data	Patient data	PCD2	Within UK	POC	Ophthamlogy	EMIS Health	Through supplier	Super User, user	Yes, fixed IP	TBC		No	Through EMIS Health	TBC	Yes	Yes	No	Trust BCP/DRP
ESM	IAR096	Eclipse	Diabetes																		
ESM	IAR097	Medway Diabetes	Diabetes																		
ESM	IAR098	Dexcom Studio Software	Nutrition and Dietetic Service	Nutrition and Dietetic Service	PCD2	Within UK	POC	Nutrition and Dietetic Service	Dexcom	N/a	N/A	N/A	N/A	N/A	N/A	N/A	Network controls	Yes	Yes	No	Trust BCP/DRP
	IAR099	CRF Manager	Resource Management software (rooms, machines, staff)	Name and address, room information	Within UK	Within UK	UHL	University of Edinburgh	Yes-face to face	Admin, user levels of access	No remote access- but there is a contract with University of Edinburgh to arrange maintenance of system.	U of E	Emailed	None	System owner and other administration will add or delete users as necesssary	caps, spec, numbers	No	No	No	Yes	No
Corporate	IAR100	Medstrom	Bed management system		Within UK	Within UK	Live	TBC	Medstrom	N/A	Read only	N/A									

CSI	IAR101	Leicester Radiation Safety System	Storing and monitoring staff's exposure levels to radiation	Staff data, other	PCD1/ PCD2	Within UK	Live	University Hospitals of Leicester NHS Trust	Leicester Radiation Safety Service			No	No			Local management by IAO	Password strength will follow trust policy	Yes	Yes	No	When procedures are updated to incorporate the system, alternative manual processes will be established.			
ESM	IAR102	Activ8 Your Health Later MyDESMOND	Data gathered from patient's fitbits regarding BP, activity etc.	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Administration will be able to set new users and remove old users, with passwords etc in place.	Yes	Hark2	Pending	No.	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	Yes	Yes	Backup from hosting company		30th November 2017	

CSI	IAR103	Inform	Sexual Health data	Demographics, appointments, treatments and diagnosis	PCD-2		Within UK	Live	Sexual Health	Idox Health	Cascade training	Role based access controls- username and password		3rd party external support account that has access to that server only.		No	Must work in Sexual Health or ID and be personally known to managers. There is a separate database module which lives on the server and is accessed by me and the application management team in IT only. Users must have a form submitted and signed by the appropriate manager	6 characters - can be anything currently. Because registration is so strict, password strength has never been extended. It can be however within the system	Yes	yes	No	Trust BCP/DRP		4th October 2017	No
W&C	IAR104	Maternity 24 hr Blood pressure results	24hr bp recordings	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########

W&C	IAR105	Maternity 2Home Monitoring	Collect data of patient home monitoring	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
	IAR106	VACANT ENTRY																						
Corporate	IAR107	Medical Students Examination Databse	Information held on a drive for UHL - on an Excel Spread Sheet	PCD-2	PCD-2	Within UK	Live	Corporate Medical/Clinical Education	UHL	Trained face to face and with online guides.	No	no	no		N/A	N/A	N/A	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR108	Kidney Transplant Record	Copies of the HTA-A & B forms for UK transplant registry	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR109	Results pending prior to activation & MDT	Database of patients waiting for results of investigations prior to being activated on the Kidney Transplant Register	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR110	Master PCT database	Details of patients who have undergone Kidney transplants including dates	PCD-2	PCD-2	Within UK	Live	UHL	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###

			and the PCT and GP practice they come from																						
W&C	IAR111	IDEAS and RI Witness s	Electronic database which all patients attending the ACU are registered on, including demographic details, treatment undertaken, drugs prescribed, appointments and used to transfer data to the HFEA who licence the clinic. The RI witness part of the dtabase works through IDEAS and is used to electronically tag samples to ensure samplpes match patient	PCD-2	PCD-2	Within UK	Live	ACU	UHL	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		##########	##########	

s correctly

W&C	IAR112	SHIRES: Duplicate. One shall prevail.	Clinical Genetics data of all patients and families seen in the service at UHL. These includes highly confidential data of patients, clinic appointments, genetic conditions and details, investigations, results and reports. This is also linked in with Cyto-Genetics data	PCD-2	PCD-2	Within UK	Live	Clinical Genetics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	
W&C	IAR113	24 Hour BP Results	receiving, scanning, copying and sending to referrer, neontal unit	PCD-2	PCD-2	Within UK	Live	Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	

W&C	IAR114	BBI Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR115	Diabetes Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR116	Diagnosis Database Friday Clinic	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

W&C	IAR117	E3	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Maternity Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR118	GROW	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Antenatal		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR119	Home Birth	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Community Office		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########

W&C	IAR120	Home Monitoring BP Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
W&C	IAR121	IDPS Haem FASP Cohort Matching Databases	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Screening		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
W&C	IAR122	Immunisation of Pregnant Women	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Antenatal		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###

W&C	IAR123	NCARDRS Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Screening		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
W&C	IAR124	NIPE Smart	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Screening		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
W&C	IAR125	Obstetric Haematology CNS	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###

W&C	IAR126	Out of Area Bookings	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Community Office		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
W&C	IAR127	Repeat Sample Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Screening		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
W&C	IAR128	Tariff Data	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Community Office		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	

W&C	IAR129	Teenage Pregnancy	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR130	Trium	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Maternity Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR131	Homeless and Asylum Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

W&C	IAR132	Substance Misuse Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Antenatal - Specialist Midwives		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR133	Viewpoint	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Maternity Unit		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR134	Alert Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live		Medical Secretaries		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

W&C	IAR135	Badger net	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Neonatal Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR136	Neuro Development Database	neonatal national electronic database that is managed platform(national platform hosted on N3 network) by Clevermed	PCD-2	PCD-2	Within UK	Live	Medical Secretaries		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR137	Colposcopy Database	It is a software programme to capture colposcopy clinical data in line with the requirements of the Public Health England Quality assurance.	PCD-2	PCD-2	Within UK	Live	Gynaecology - Colposcopy		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

| W&C | IAR138 | Urogynaecology Clinic Notes | Pre-printed sheets that are completed during the CNS conservative treatment clinics. These sheets contain the patients presenting complaint, examination and planned treatment pathway. These sheets are kept within the service (ie separate from medical records) whilst patient is recieving treatment over a period of time (either face to face or via a telephone consultation). These sheets allow a consultation to proceed if the | PCD-2 | PCD-2 | Within UK | Live | Urogynaecology | | Trained face to face and with online guides. | Yes | No | No | | N/A | Access controlled by administrator. | Will be defined as upper, lower, special characters | No | No | No | Trust BCP/DRP | | ###### ### | ###### ### | |

W&C	IAR	Name	Description			Location	Status	Area		Training						Access	Password				BCP/DR			
			medical notes are unavailable at the time of appointment or if the patient telephones the service inbetween appointments with a concern.																					
W&C	IAR139	Day Case Overstays	Excel database of booked day case patients that have stayed overnight, used for auditing compliance with booking processes and post op complications	PCD-2	PCD-2	Within UK	Live	Childrens Management		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
W&C	IAR140	Paediatric Surgical Handover	Patient Handover Forms for continuity of care between shifts	PCD-2	PCD-2	Within UK	Live	Paediatric Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###

W&C	IAR141	Paediatric Surgical Telephone Log	Paediatric Surgery Telephone Contact Logs	PCD-2	PCD-2	Within UK	Live	Paediatric Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR142	Surgical Appendicitis	Audit of appendicitis cases in Paediatrics	PCD-2	PCD-2	Within UK	Live	Paediatrics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR143	Clinical Letters Pre ICE	Patient Corespondence and Clinic Letters (pre ICE)	PCD-2	PCD-2	Within UK	Live	Paediatrics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR144	Paediatric Gastroenterology Telephone Log	Paediatric GAstroenterology Telephone Contact Logs	PCD-2	PCD-2	Within UK	Live	Paediatric Gastroenterology		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
W&C	IAR145	Club Foot Database	scoring system for club feet, For audit purpose	PCD-2	PCD-2	Within UK	Live	Paediatrics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########

W&C	IAR146	Nephrology Telephone Logs	List of parents / carer calling with questions regarding children. Plus individual sheet for each patient with record of telephone communication	PCD-2	PCD-2	Within UK	Live	Paediatric Nephrology		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
W&C	IAR147	Urodynamics	Paediatric Urodynamic diagnostic test graphs and data	PCD-2	PCD-2	Within UK	Live	Paediatrics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
W&C	IAR148	Pain Diary	Record of all children had morphine, epidurals and tap catheters	PCD-2	PCD-2	Within UK	Live	Paediatrics - Pain Team		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
W&C	IAR149	Pain Referral	Record of paediatric patient referrals	PCD-2	PCD-2	Within UK	Live	Paediatrics - Pain Team		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	

W&C	IAR150	Pain Teaching Database	Record of staff attended pain study day	Staff	Staff	Within UK	Live	Paediatrics - Pain Team		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR151	TENS Database	Record of patients TENS appointment, follow up and pain scores	PCD-2	PCD-2	Within UK	Live	Paediatrics - Pain Team		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
W&C	IAR152	TENS Waiting List	Record of patient names, S numbers and date added to list/attended	PCD-2	PCD-2	Within UK	Live	Paediatrics - Pain Team		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR153	Staff records	Information relating to staff recruitment and personnel files	Staff	Staff	Within UK	Live	Strategy and Partnerships and Regonfiguration Teams		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR154	Strategy and Partnerships and Regonfiguration Team working documents	Files to enable the functioning of the team are stored electronically on UHL Shared drived with restricted access.	non-PCD	non-PCD	Within UK	Live	Strategy and Partnerships and Regonfiguration Teams		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

Corporate	IAR155	HR files for RTT / ERS	UHL employee HR Files	Staff	Staff	Within UK	Live	Operations		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR156	Filemaker	Standalone Laboratory database for as Quality Management System	non-PCD	non-PCD	Within UK	Live	Transplant Laboratory		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR157	Histotrac	Laboratory database for the management of patient and donor information: sample history, testing, reports	PCD-2	PCD-2	Within UK	Live	Transplant Laboratory	System Link	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
W&C	IAR158	Methotrexate patient Database	Database holding patient details, diagnosis, Medication doses and dates when prescriptions are due	PCD-2	PCD-2	Within UK	Live	Childrens Hospital		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###

W&C	IAR159	Infectious Diseases Databse	List of positive HIV patients, DOB, Hopistal number, medication. List of babies being screened for HIV born to HIV positive mothers. Babys beinf screened for Hep C and Syphilis	PCD-2	PCD-2	Within UK	Live	Childrens Hospital		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	
CHUGGS	IAR160	UNISOFT ENDOSCOPY DATABASE	A DATABASE IN WHICH ALL ENDOSCOPIC PROCEDURES UNDETAKEN AT UHL ARE RECORDED	PCD-2	PCD-2	Within UK	Live	GASTROENTEROLOGY	UHL and HD Clinical	Trained face to face and with online guides.	Yes	No	Yes - linked through to National Endoscopy Database	Yes	N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	National legal requirement for Audit purposes	#########	#########

CHUGGS	IAR160	UNISOFT ENDOSCOPY DATABASE	A DATABASE IN WHICH ALL ENDOSCOPIC PROCEDURES UNDETAKEN AT THE ALLIANCE ARE RECORDED	PCD-2	PCD-2	Within UK	Live	ALLIANCE	UHL and HD Clinical	Trained face to face and with online guides.	Yes	No	Yes - linked through to National Endoscopy Database	Yes	N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	National legal requirement for Audit purposes	###### ###	###### ###
E&F	IAR161	Employee Personal Files (paper records)	Paper files which contain application forms, bank account details, copies of evidence for DBS checks, appraisal forms, sickness forms, holiday records	Staff	Staff	Within UK	Live	Estates & Facilities		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
IM&T	IAR162	Employee Personal Files (paper records)	Paper files which contain application forms, bank account details, copies of evidence for DBS checks, appraisal forms,	Staff	Staff	Within UK	Live	IM&T		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###

			sickness forms, holiday records																								
CHUGGS	IAR163	GASTROENTEROLOGY DRIVE V:\	IBD database, telephone log, endoscopy images, PN patients data, coeliac database	PCD-2	PCD-2	Within UK	Live		PAEDIATRIC GASTROENTEROLOGY		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No		Trust BCP/DRP		###########	###########
ITAPS	IAR164	ORMIS	THEATRE MANAGEMENT SYSTEM	PCD-2	PCD-2	Within UK	Live		ITAPS, Alliance		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No		Trust BCP/DRP		###########	###########
RRCV	IAR165	Management Team: Staff folders /paper information	Staff paper folders and meeting notes related to human resources, and other staff related information	Staff	Staff	Within UK	Live		Vascular and Cardiac Surgery		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No		Trust BCP/DRP		###########	###########
RRCV	IAR166	Endovascular Aneurysm Repair Database	Electronic database of patient having endovascular aneurysm repair	PCD-2	PCD-2	Within UK	Live		Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No		Trust BCP/DRP		###########	###########

RRCV	IAR167	Vascular Surgery registary database	Electronic database of patient treatment and surgery	PCD-2	PCD-2	Within UK	Live	Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR168	Vascular Studies Unit database	Carotid endarterectomy databas	PCD-2	PCD-2	Within UK	Live	Vascular Studies Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR169	Reports for patient testing by vascular studies	Paper reports of individual ultrasound scans and physiological measurement tests	PCD-2	PCD-2	Within UK	Live	Vascular Studies Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR170	Vascular Studies Unit: Staff folders	Staff folders related to human resources, and other staff related informatio	Staff	Staff	Within UK	Live	Vascular Studies Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###
RRCV	IAR171	Vascular Studies Unit database	Electronic diary and database of patient tests	PCD-2	PCD-2	Within UK	Live	Vascular Studies Unit		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###

RRCV	IAR172	Folders for patients undergoing surveillance tests in vascular studies	Paper reports of individual surveillance scans and physiological measurement tests	PCD-2	PCD-2	Within UK	Live	Vascular Studies Unit		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	
RRCV	IAR173	Interim database	Xcell spreadsheet of aneurysm screening patients seen prior to the commencement of the National Screening Programme	PCD-2	PCD-2	Within UK	Live	Abdominal Aortic Aneurysm Screening		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	
RRCV	IAR174	Theatre Scheduler.	Electronic database of patients to come into the service for cardiac surgery	PCD-2	PCD-2	Within UK	Live	Cardiac surgery		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	
RRCV	IAR175	Vascular & Cardiac Surgery : Staff folders	Staff folders related to human resources, and other staff related informatio	Staff	Staff	Within UK	Live	Vascular & Cardiac Surgery		Trained face to face and with online guides.	Yes	No	No		N/A		Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########	

RRCV	IAR176	Validations / Audit / Theatre Diaries / letters on shared drive	Validation- validating patients that have breached. Audit- Missing notes for clinics. Diaries- Patients Surgery date and cancellation of operations	PCD-2	PCD-2	Within UK	Live	Vascular & Cardiac Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
RRCV	IAR177	AAA 8 week referral database	To track all Pts referred under 8 week AAA pathway	PCD-2	PCD-2	Within UK	Live	Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
RRCV	IAR178	1) Individual folders on Patients who have had Endovascular aneurysm repair (EVAR) 2) CT Forward planning folder 3) EVAR maps & device ordering info 4) Referrals letters 5) MDT minutes (hard copy).	1) Individual folders on Patients who have had Endovascular aneurysm repair (EVAR) 2) CT Forward planning folder 3) EVAR maps & device ordering info 4) Referrals letters 5) MDT minutes (hard copy).	PCD-2	PCD-2	Within UK	Live	Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###

RRCV	IAR179	EVAR Registry	Information about EVAR procedure and Pt info	PCD-2	PCD-2	Within UK	Live	Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
RRCV	IAR180	Aortic MDT Database	Record of all Patients discussed at MDT	PCD-2	PCD-2	Within UK	Live	Vascular Surgery		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
RRCV	IAR181	CF SPREADSHEETS	CF HOME IV DATA AND CF PATIENT DATABASE	PCD-2	PCD-2	Within UK	Live			Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
ITAPS	IAR182	AK waiting list co-ordinators	Y drive	PCD-2	PCD-2	Within UK	Live	trauma and orthopaedics		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
ITAPS	IAR183	Esler Arthroplasty and Osteotomy Surgery	Database with details of all arthroplasty and osteotomy patients that I have operated on since 1st April 2000 + validat	PCD-2	PCD-2	Within UK	Live	TRAUMA & ORTHOPAEDIC SURGERY		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

		ed outcome scores																						
ITAPS	IAR184	Trauma Drive		PCD-2	PCD-2	Within UK	Live	Trauma orthopaedics MSS		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
ESM	IAR185	BAETS (National Database Endorine & Thyroid Procedures)	BAETS (National Database Endorine & Thyroid Procedures) / Includes Uniquie Patient Number & procedure details	PCD-2	PCD-2	Within UK	Live	ENT	National Database Endorine & Thyroid Procedures	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
MSS	IAR186	uveitis Database	database of patients for uveitis reseach purposes	PCD-2	PCD-2	Within UK	Live	Ophthalmology		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	
Corporate	IAR187	Datix	Risk management system	PCD-2	PCD-2	Within UK	Live	Patient Safety	DATIX	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###	

Corporate	IAR188	CCTV Footage	CCTV Footage stored on DVD's	PCD-2	PCD-2	Within UK	Live	Health & Safety Services		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR189	Incident, Risk and training paperwork	Incident, Risk, patient behaviour letters, assessments, staff files, training and investigation paperwork	PCD-2	PCD-2	Within UK	Live	Health & Safety Services		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR190	Shared Network Drives	Network drives	PCD-2	PCD-2	Within UK	Live	Health & Safety Services		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR191	Incident, Risk & Complaint paperwork	Incident, Risk & complaint investigation paperwork	PCD-2	PCD-2	Within UK	Live	Health & Safety Services		Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR192	CEDAR	Financial system used for all aspects of financial reporting for the Trust.	supplier data	supplier data	Within UK	Live	Finance and Procurement	CEDAR	Trained face to face and with online guides.	Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

Corpor ate	IAR193	PLICS	Patient Level Inform ation & Costing System. Contain s data from multipl e trust system s to calculat e and report the cost of patient attenda nces	PCD-2	PCD-2	Within UK	Live	Finance and Procure ment	PLICS		Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P		###### ###	###### ###	
Corpor ate	IAR194	Data Quality duplica te registra tion databa se	Access databa se to track how many duplica te patient registra tions are made in error by staff membe rs and to escalat e accordi ngly.	PCD-2	PCD-2	Within UK	Live	Operati onal Deliver y Unit			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P		###### ###	###### ###	
Corpor ate	IAR195	Medico de Encode r	Clinical Coding support softwar e that is integra ted with Patient Centre and used within the Clinical Coding team for logic and guidanc e whilst Coding	PCD-2	PCD-2	Within UK	Live	Operati onal Deliver y Unit			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P		###### ###	###### ###	

Corporate	IAR196	Advice and Guidance on ERS	The NHS E-Referral Service system (ERS) is used nationally for primary care referrals into UHL/Alliance sites. It can also be used by GPs to ask for "Advice and Guidance" (A&G) as an alternative to referring a patient. Staff are only granted access to patient information where they have a legitimate relationship, i.e. they only have access to their own specialty. This is achieved by a) only adding ERS roles to Smartcards of staff that have underg	PCD-2	PCD-2	Within UK	Live	Operational Delivery Unit - Performance	ERS		Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########

			one formal trianing and b) restrict access only to the specialty that they work in.																		
Corporate	IAR197	ERS Directories of Service (DoS)	The NHS E-Referral Service system (ERS) is used nationally for primary care referrals into UHL/Alliance sites. Each service on the system is identified by a unique service name, service identification number and a description to guide primary care to ensure they make appropriate referrals. The DoS are created by staff with the role of "Service Definer	PCD-2	PCD-2	Within UK	Live	Operational Delivery Unit - Performance	ERS		Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########

| | | | " on their smartcard and only live services are visible to primary care for them to refer into | | | | | | | | | | | | | | | | | | | | |

Corporate	IAR198	Data Quality Audit Database	Access database containing data from the UHL data warehouse for outpatient and inpatient activity to enable data quality audit for the IG Toolkit	PCD-2	PCD-2	Within UK	Live	Operational Delivery Unit			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###
Corporate	IAR199	ERS access management	The NHS E-Referral Service system (ERS) is used nationally for primary care referrals into UHL/Alliance sites. Referrals are received electronically and appear on specialty based patient lists.	PCD-2	PCD-2	Within UK	Live	Operational Delivery Unit - Performance	ERS		Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	###### ###	###### ###

				Administrative staff within each specialty are granted access to enable them to view and process referrals that come into their own specialty. Staff are only granted access to patient information where they have a legitimate relationship, i.e. they only have access to their own specialty. This is achieved by a) only adding ERS roles to smartcards of staff that have undergone formal trianing and b) restrict access only to the specialty that they																					

			work in																			
Corpor ate	IAR200	CFH letters process ing and local Databa se	Appoin ment letters data is process ed externa lly by a 3rd party supplie r (CFH Docmai l Ltd) and mailed to patient s. Access databa se contain ing outpati ent appoint ment letter referen ces sent out to patient s via CFH.	PCD-2	PCD-2	Within UK	Live	Operati onal Deliver y Unit			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	##### ###	##### ###	
Corpor ate	IAR201	Superu ser list	List of all HISS/Pa tientCe ntre users who have deleted functio nality	PCD-2	PCD-2	Within UK	Live	Data Quality			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	##### ###	##### ###	

Corpor ate	IAR202	SUS CDS extract files (incomi ng files)	Extract s of ED, outpati ent and inpatie nt data submitt ed to SUS for commis sioning purpos es	PCD-2	PCD-2	Within UK	Live	Data Quality	SUS		Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###	
Corpor ate	IAR203	Long stay report	Parient s who have a length of stay greater than 89 nights	PCD-2	PCD-2	Within UK	Live	Data Quality			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###	
RRCV	IAR204	Person al Data, sensitiv e data, Inform ation assest	Person al files, apprais al& increm ent excel spreads heets, electro nic sicknes s letters, TAVI patient s excel spreads heet, electro nic staff letters	PCD-2	PCD-2	Within UK	Live	RRCV Manag ement Offices			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###	
Corpor ate	IAR205	HR records - Operati ons team	Paper 2 files cabinet s contain ing person nel files, PMO office, level 3, executi ve corrido r, Balmor al, LRI and electro nic - electro	PCD-2	PCD-2	Within UK	Live	Operati ons			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###	

			nic HR files held by Suzann e Whyma n for the Operati ons team																		
IM&T	IAR206	Staff Record s	HR records	PCD-2	PCD-2	Within UK	Live	IM&T		Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###
ESM	IAR207	Diabeti es / Endocri ne	Details of women whio are cared for as inpatie nts and outpati ents	PCD-2	PCD-2	Within UK	Live			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P	###### ###	###### ###

| RRCV | IAR208 | • PulsOx (\\uhldata09\Data2\Cardiology & Respiratory\Respiratory Physiology), • Home Oxygen Service (\\uhldata03\Data\Cardiology & Respiratory\Respiratory Medicine), • patient (\\uhldata01\data\Cardiology & Respiratory\Respiratory Medicine\resp-med), • RPU Documents (\\uhldata12\Data\Cardiology & Respiratory\Respiratory Medicine), • GI Lab (\\uhldata01\data\Cardiology & Respiratory\Respiratory Medicine\resp-med), • respirat | Respiratory Hard drives that hold information such as patient demagraphics, Results, assessments | PCD-2 | PCD-2 | Within UK | Live | Respiratory Physiology Unit | | | Yes | No | No | | N/A | Access controlled by administrator. | Will be defined as upper, lower, special characters | No | No | No | Trust BCP/DRP | | ######### | ######### |

		ory-physiology (\\uhldata03\data\cardiology & respiratory\respiratory medicine), • Anaesthetics Admin Team (\\uhldata12\data\Anaesthetics\Critical Care), • Tilt Studies (\\uhldata08), PortiSleep (\\uhldata09\Data2\Cardiology & Respiratory\Respiratory Physiology)																					
RRCV	IAR209	E-Diary	A list of all patients awaiting any procedure, their referral date, any special requirements	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		#########	#########

			and provisional date for procedure																						
RRCV	IAR210	Toe List	A list of all patients awaiting any procedure, their referral date, any special requirements and provisional date for procedure	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
RRCV	IAR211	Stress Echo List	A list of all patients awaiting any procedure, their referral date, any special requirements and provisional date for procedure	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
RRCV	IAR212	Cardioversion List	A list of all patients awaiting a cardioversion, their referral, any special requirements	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

		and provisional date for procedure																					
RRCV	IAR213	Tavi Database		PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
RRCV	IAR214	ECHO BREACHES	patient information regarding breach dates DMO1	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
RRCV	IAR215	ICD Cardiac Rehab	A list of quality of life information, looking at McNew, Hads and ICD concerns, this contains patient identifyable information.	PCD-2	PCD-2	Within UK	Live	Cardiology			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
Corporate	IAR216	Patient Level Reports on Sharepoint	Reports that identify a patient for operation purposes e.g. management of	PCD-2	PCD-2	Within UK	Live	Operations			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########

		waiting list																				
Corpor ate	IAR217	Electro nic files relating to FoI/EIR request s, Commi ttee Work, Insuran ces,PRS ,and Conflict of Interest , person al files	Electro nic files relating to FoI/EIR request s, Commi ttee Work, Insuran ces,PRS , and Conflict of Interest	PCD-2	PCD-2	Within UK	Live	Corpor ate Commi ttee Service s			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P
Corpor ate	IAR218	Paperw ork relating to FoI/EIR request s, Commi ttee Work, Insuran ces,PRS ,and Conflict of Interest , person al files	Paperw ork relating to FoI/EIR request s, Commi ttee Work, Insuran ces,PRS , and Conflict of Interest	PCD-2	PCD-2	Within UK	Live	Corpor ate Commi ttee Service s			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P
Corpor ate	IAR219	MES Portal	Suppor ts registra tion of Conflict s of Interest	PCD-2	PCD-2	Within UK	Live	Corpor ate Commi ttee Service s			Yes	No	No		N/A	Access controll ed by adminis trator.	Will be defined as upper, lower, special charact ers	No	No	No	Trust BCP/DR P

(Columns to the right of "Trust BCP/DRP" for all three rows contain: ###### ### , ###### ###)

Corporate	IAR220	Board Intelligence Portal	Supports reading and annotating borard papers on an iPad.	PCD-2	PCD-2	Within UK	Live	Corporate Committee Services			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR221	Electronic Files for Claims Inquests and Other Legal Matters	Electronic files relating to claims, inquests and other legal matters	PCD-2	PCD-2	Within UK	Live	Corporate Committee Services			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
Corporate	IAR222	Paperwork for Claims Inquests and Other Legal Matters	Paper files relating to claims, inquests and other legal matters	PCD-2	PCD-2	Within UK	Live	Corporate Committee Services			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	
CSI	IAR223	MIData bank	MIDatabank is a commerical database designed specifically for medicines information depts across the UK. It is our primary method of recording enquiries on receipt, researching and developing	non-PCD	non-PCD	Within UK	Live	Medicines Information			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP		###### ###	###### ###	

			the answer and advice. It acts as a workflow management tool, as a repository for enquiries and their research and advice given.																				
RRCV	IAR224	HES database - Hypereosinophilic Syndrome	Database of patients with hypereosinophilic disease who I have been looking after in my clinics	PCD-2	PCD-2	Within UK	Live	Allergy and Respiratory			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
RRCV	IAR225	Infection database - Hypereosinophilic Syndrome	Database of patients with recurrent respiratory infections who I have been looking after in my clinics	PCD-2	PCD-2	Within UK	Live	Allergy and Respiratory			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########
RRCV	IAR226	Fungal Allergy and Bronchitis Databases	Database of patients with either fungal allergy or fungal bronchitis who I have been looking after in my clinics	PCD-2	PCD-2	Within UK	Live	Allergy and Respiratory			Yes	No	No		N/A	Access controlled by administrator.	Will be defined as upper, lower, special characters	No	No	No	Trust BCP/DRP	#########	#########

W&C	IAR227	FPIES study	Research database of Paediatric allergy patients. Contains PCD-2.	PCD-2	Pcd-2	Within UK	Live	Paediatric Allergist		N/a- research study. One staff member accessing database.	Yes	No	No	N/a	N/A	N/a	Trust parameters	No	N/a	Yes	Trust BCP/DRP		###### ###	No	
MSS	IAR228	Medisoft-MediSIGHT	Ophthalmology- electronic patient record system	Patient data	PCD-2	Within UK	Live	Ophthalmology	Medisoft	Classroom sessions and e learning tool with user accreditation prior to access	Yes	No	No		N/a	Access controlled by IAO	Password strength will follow Trust policy	No	No	No	Trust BCP/DRP		###### ###	###### ###	
RRCV	IAR229	Lifesize Videoconferencing					Live	EMCHC	Lifesize	Guidance issued by Lifesize	Yes	No	No	N/A no storage	N/A	N/A	N/A	No		No	Trust BCP/DRP		###### ###		

ESM	IAR230	Lillie	Sexual Health Data- HIV+ patients	Demographics, appointments, treatments and diagnosis	PCD-2	Within UK	Archived	Sexual Health	Idox Health	Cascade training	Role based access controls- username and password		3rd party external support account that has access to that server only.		No	Must work in Sexual Health or ID and be personally known to managers. There is a separate database module which lives on the server and is accessed by me and the application management team in IT only. Users must have a form submitted and signed by the appropriate manager	6 characters - can be anything currently. Because registration is so strict, password strength has never been extended. It can be however within the system	Yes	Yes	No	Trust BCP/DRP

| IAR231 | 247 Time | Booking Agency medical staff | Details of doctors and of agencies, including names, qualifications, availability, payscales | PCD-1 | Within UK | Live | 247 Time | 247 Time | 247 Time train their staff. UHL staff are cascade trained. | Role based access controls- username and password | Yes | Yes | N/A | No | 247 Time | Defined by 247 Time | Yes | Yes | No | 247 BRC/DRP | Trust is the Data Processor in this case. 247 Time owns the data, the doctors sign up through the agencies to 247 Time. UHL uses 247 Time as a platform to 'employ' temporary staff | ########### | NO |

RRCV	IAR232	SORIN/ Data Connect	Cardiology monitoring machines for use in theatres.	details of patients in surgery, cardiac monitoring data	PCD-2	Within UK	Live	Cardiology	SORIN	They sign departmental protocol after a training period and the passord will be changed on a regular basis especially when staff leave the department	They would have signed departmental protocol after a training period and the passord will be changed on a regular basis especially when staff leave the department	No	SORIN cannot access data, they don't need to. Sometimes test data to test and re calibrate the machinery but no Trust patient data will be used for this.	N/A	No	Password and access will be altered by the IAA when staff leave/join and on regular intervals.	Accordance with Trust policy	No	N/a	No	Yes-paper based.	############	No

CSI	IAR233	Behold Artificial Intelligence (AI) Red Dot	Reviewing diagnostic images using machine learning to teach AI computers	Image data and patient demographics including full patient details and NHS number/case number	PCD-2	Within UK	Live	Imaging	Behold AI	Behold AI manage training.	Yes	No	Yes	TBC	No	Behold AI	Trust parameters	No	N/a	No	N/a at this stage this is in test.	At this stage this system is in the test phase. There is scope to roll this out, which will mean reassessing privacy concerns, server, support and BCP arrangements	###### ###	No
CSI	IAR234	Medchart	Patient medication system.	Patient demographics, treatment, medication, diagnosis	PCD-2	Within UK	Live	Pharmacy Dept, UHL	DXC formerly CSC Alliance	Cascade training	Yes	No	Yes	TBC	No	Pharmacy management	Trust parameters	No	N/a	No	Trust BCP/DRP		Ongoing	No

ESM	IAR235	Optimum Health Technology	Patient Experience-feedback is given to the Trust through the use of this software through IT, kiosk or website. There is a freetext box that patients can write in.	Non identifiable unless the patient decides to add some of this.	non-PCD	Within UK	Within UK	Share Your Experience-Patient Experience team	Optimum Health Technology	Cascade training	Yes	No	Not to the data back from patients, but OHT access the contact mobile numbers to send text messages	Contract	No	Controlled by Patient Experience-Michael Burgess	Trust parameters	Yes	Yes	No	Trust BCP/DRP	##########	No
ESM	IAR236	HIV and TB Database	Audit completed with Public Health England to ascertain matching of patients with HIV and TB to establish link	Patient data	PCD-2	Within UK	Live	UHL - Infectious Diseases						N/A	No	Helena White only	Trust parameters	No	N/A	Yes	Trust BCP/DRP	Ongoing	No

CSI	IAR237	StarLIMS	Forensic pathology scanning	Patient data (DECEASED)	non-PCD			UHL-Pathology														Ongoing	No
RRCV	IAR238	HLA Fusion, One Lambda	HLA Typing and antibody screening	Patient data	PCD-2	Within UK	Live	UHL-Renal	One Lambda	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR239	Fusion DB Utility	SQL management for HLA Fusion	Calibration data for HLA Fusion	non-PCD	Within UK	Live	UHL-Renal	One Lambda	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR240	Unimatch, Thermo Fisher	HLA Typing	Patient data	PCD-2	Within UK	Live	UHL-Renal	Thermo Fisher	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR241	MatchIT	HLA Typing	Patient data	PCD-2	Within UK	Live	UHL-Renal	Immucor	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR242	SBTEngine, GenDX	DNA Sequencing	Patient data	PCD-2	Within UK	Live	UHL-Renal	GenDX	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR243	UVISave	Image Analysis	Patient data	PCD-2	Within UK	Live	UHL-Renal	Uvitec	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR244	Xponent	Luminex operating software	Patient data	PCD-2	Within UK	Live	UHL-Renal	Luminex	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No
RRCV	IAR245	SQL Server 2008 R2			PCD-2	Within UK	Live	UHL-Renal	Microsoft	Cascade training	Yes	No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP		No

Corporate	IAR247	Healthcare Communications/Four eyes	Two way text reminder service for appointment reminders- end users can confirm, rebook or cancel via text	Patient data	PCD-2	Within UK	POC	UHL-Outpatients	Healthcare Communications and Foureyes	Cascade training	Yes	No	Yes	Contract	No	Access controlled by administrator.	Trust parameters	No	N/A	No	Trust BCP/DRP	19th Dec 2018	No
ESM	IAR248	Surgical Audit	Audit Record between Alliance and Uhl for surgrical procedures and consents held within Dermatology	Patient Data	PCD - 1	Within UK	Live	UHL	Alliance	Cascade training		No	No	N/A	No	Certain machines only	Trust parameters	No	N/A	No	Trust BCP/DRP	#########	No
	IAR249	VACANT ENTRY																					
Corporate	IAR250	HR Files - Supplies	Personal files, appraisal & increment sheets, sickness letters	Staff Data	PCD-2	Within UK	Live	UHL-Supplies	UHL	Face to Face Training	Yes	No	No	N/A	No	N/A	N/A	No	N/A	No	Trust BCP/DRP		
MSS	IAR251	RibFrac Audit	NHS Number, Treatment Info	Patient Data	PCD-2	Within UK	Live	UHL-Orthopaedic	UHL	Face to Face Training	yes	No	No	N/A	No	N/A	N/A	No	N/A	No	Trust BCP/DRP		
Corporate	IAR252	HR Files - Commisioning Contracts Team	Personal files, appraisal & increment sheets, sickness letters	Staff Data	PCD-2	Within UK	Live	UHL-Contracts	UHL	Face to Face Training	Yes	No	No	N/A	No	N/A	N/A	No	N/A	No	Trust BCP/DRP		

Corpor ate	IAR253	W\: Operati ons Commi ssionin g Data (Commi ssionin g Contrac ts)	Contrac ts, Staff Person el Files (Encryp ted access), Busines s Cases, Audits, Medica l Staff Costing inc PCD, Patient pathwa y invoice s	Staff and Patient Data	PCD-2	Within UK	Live	UHL-Contrac ts	UHL	Face to Face Trainin g	Yes	No	No	N/A	No	Access controll ed by adminis trator.	Trust parame ters	No	N/A	No	Trust BCP/DR P				
Corpor ate	IAR254	IFR Databa se - Commi ssionin g Contrac ts	Individ ual Fundin g Reques ts - contain ing PCD and Clinical data	Staff and Patient Data	PCD-2	Within UK	Live	UHL-Contrac ts	UHL	Face to Face Trainin g	Yes	No	No	N/A	No	Access controll ed by adminis trator.	Trust parame ters	No	N/A	No	Trust BCP/DR P				
Corpor ate	IAR255	Commi ssionin g Contrac ts Hard Copies	Commi ssionin g Contrac ts contain ing Corpor ate Inform ation	Corpor ate Data	PCD-1	Within UK	Live	UHL-Contrac ts	UHL	Face to Face Trainin g	Yes	No	No	N/A	No	N/a	N/A	No	N/A	No	Trust BCP/DR P				
CHUGG S	IAR256	Z\: Endo and Gastro Admin Drive	Scanne d Patient Referra ls	Patient Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Trainin g	Yes	No	No	n/a	no	N/a	Trust parame ters	No	N/a	No	Trust BCP/DR P				
CHUGG S	IAR257	I\: Endo and Gastro Data Drive	Staff folders related to human resourc es, and other staff related inform atio	Staff Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Trainin g	Yes	No	No	n/a	no	N/a	Trust parame ters	No	N/a	No	Trust BCP/DR P				
CHUGG S	IAR258	Q\:Gast roenter ology Manag ement Drive	Staff folders related to human resourc es, and other staff	Staff Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Trainin g	Yes	No	No	n/a	no	N/a	Trust parame ters	No	N/a	No	Trust BCP/DR P				

			related informatio																			
CHUGGS	IAR259	Pill Cam	Endo-capsule procedure footage stored and linked to patient's hospital number	Patient Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Training	Yes	No	No	n/a	no	N/a	Trust parameters	No	N/a	No	Trust BCP/DRP	
CHUGGS	IAR260	Fibroscan	Liver Scan results stored and linked to patient's hospital number	Patient Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Training	Yes	No	No	n/a	no	N/a	Trust parameters	No	N/a	No	Trust BCP/DRP	
CHUGGS	IAR261	Gastro and Endo Personel Files	Staff folders related to human resources, and other staff related information	Staff Data	PCD-2	Within UK	Live	UHL-Gastro	UHL	Face to Face Training	Yes	No	No	n/a	no	N/a	N/A	No	N/a	No	Trust BCP/DRP	Paper records are kept in locked filing cabinet

E&F	IAR262	Truvision CCTV	Access control system throughout the LRI site	NONPCD	NONPCD	Within UK	Live	UHL-Security	UHL	Online HELM Training	Yes	No	No	No	No	ON HR2 form it clearly details what needs to be taken back form employee leaving the trust. What should be cancelled etc	Passwords are changed often and only issued to authorised staff working within the control room. A mix of Letters and numbers.	No	N/a	No	CCTV on standalone server, if data is lost it is not retrievable	Key coded access to enter the door, password protected database	Not completed		

E&F	IAR263	Paxton Access control	Staff database: Access control system throughout the LRI site	NONPCD	NONPCD	Within UK	Live	UHL-Security	UHL	Trained on induction via HELM	Yes	No	No	No	No	ON HR2 form it clearly details what needs to be taken back form employee leaving the trust. What should be cancelled etc	Passwords are changed often and only issued to authorised staff working within the control room. A mix of Letters and numbers.	No	N/a	No	In the event of the system failure, all doors with access control will have a buzzer and intercom, the person gaining access will need to buzz the department and wait for the ward / clinic staff to open the doors.	Key coded access to enter the door, password protected database	Not completed		

E&F	IAR264	LRI database, LGH database, GH database	CP Database of staff matched to permit holders with address and personal phone numbers	Staff personal data	PCD-2	Within UK	Live	UHL-Security	UHL	HELM online Level 2 Information Governance (IG) training	Yes - Locked office, locked cabinets	No	No	No	No	Staff have to complete a HR leavers form and access rights are revoked.	Passwords are changed often and only issued to authorised staff working within the control room. A mix of Letters and numbers.	No	N/a	No	CP Database backed up quarterly but held on UHL server.		Not completed		
E&F	IAR265	P2000 / ID badge database	ID badge	Staff Data	NONPCD	Within UK	Live	UHL-Security	UHL	HELM online mandatory Data Protection and IG Training	Yes - Key coded access to enter the door, password protected database	No	No	No	No	ON HR2 form it clearly details what needs to be taken back form employee leaving the trust. What should be cancelled etc	Passwords are changed often and only issued to authorised staff working within the control room. A mix of Letters and numbers.	No	N/a	No	P2000 on UHL server, access control, standalone server, backed up monthly as part of the system settings.		Not completed		

Corporate	IAR266	Datix	Risk management system - reporting incidents	Patient Data /Corporate data	PCD-1	Within UK	Live	UHL-Safety & Risk	UHL	Training provided on induction e.g. HELM mandatory Data Protection and IG Training	Yes	No	No	Contract - NHS standard contract	Yes	Yes - completing HR3 form and returning trust property e.g. keys, ID badge	**N/A**	No	**No**	No		Appropriate encryption/security is used	**Needs to have a date- find a DPIA or add to the list of work to complete one.**
Corporate	IAR267	Incident, Risk & Complaint paperwork	Incident , Risk & complaint investigation paperwork	Patient Data	PCD-1	Within UK	Live	UHL-Safety & Risk	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes	No	No	Contract - NHS standard contract	No	Yes - completing HR3 form and returning trust property e.g. keys, ID badge	N/A	No	No	No		All staff aware of what is a reportable incident and ahere to incident reporting policy	
Corporate	IAR268	Shared Network Drives	Network drives	Patient Data	PCD-1	Within UK	Live	UHL-Safety & Risk	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes	No	No	Contract - NHS standard contract	No	Yes - completing HR3 form and returning trust property e.g. keys, ID badge	N/A	No	No	No		Appropriate encryption/security is used	

Corporate	IAR269	CCTV Footage	CCTV Footage stored on DVD's	Personal identifiable data	PCD-2	Within UK	Live	UHL-Safety & Risk	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes	No	No	Contract - NHS standard contract	No	Yes - competing HR3 form and returning trust property e.g. keys, ID badge	N/A	No	No	No			
Corporate	IAR270	Incident, Risk and training paperwork	Incident, Risk, patient behaviour letters, assessments, staff files, training and investigation paperwork	Patient Data	PCD-2	Within UK	Live	UHL-Safety & Risk	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes	No	No	Contract - NHS standard contract	No	Yes - competing HR3 form and returning trust property e.g. keys, ID badge	N/A	No	No	No		Door access code and key fobs required to access the building and access records.	
Corporate	IAR271	Shared Network Drives	Network drives	Patient Data	PCD-2	Within UK	Live	UHL-Safety & Risk	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes	No	No	Contract - NHS standard contract	No	Yes - competing HR3 form and returning trust property e.g. keys, ID badge	N/A	No	No	No			

RRCV	IAR272	ICD rehabilitation programme data	Quality of life audit data, In patient tracking sheets, In patient folder, attendance spreadsheets, patient rehabilitation folders, individual patient rehabilitation.	Patient Data	PCD-1	Within UK	Live	UHL-Nursing	UHL	Staff receive training on induction e.g. IG e learning and Data Protection training	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	All the electronic info is password protected using UHL standard log-in username and password. Any databases are all kept on a specific drive only the cardiac rhythm team can access but there is no password.	No	No	No	Do not have business continuity plans in place		A data protection impact assessment has not been carried out	
RRCV	IAR273	Patient listing sheets	Patients who are awaiting Implantable loop recorder, DC cardioversion, adenosine or ajmaline tests will be recorded on a listing sheet stored on trust approved	Patient Data	PCD-2	Within UK	POC	UHL-Nursing	UHL	Staff receive training on induction e.g. IG e learning and Data Protection training	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access/ email	All the electronic info is password protected using UHL standard log-in username and password. Any databases are all kept on a specific drive only the cardiac rhythm team can access but there is no password.	No	No	No	Do not have business continuity plans in place		A data protection impact assessment has not been carried out	

RRCV	IAR274	Helpline diaries x 2	1 general A4 helpline diary used to record patient helpline queries. 1 A4 diary used to record patients' INR blood results	Patient Data	PCD-1	Within UK	POC	UHL-Nursing	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	All the electronic info is password protected using UHL standard log-in username and password. Any databases are all kept on a specific drive only the cardiac rhythm team can access but there is no password.	No	No	No	Do not have business continuity plans in place	A data protection impact assessment has not been carried out	
RRCV	IAR275	Staff personal computer drives	Staff HR/sickness absence/performance management reports, 1:1 meeting reports, occupational health records, patient information	Patient Data	PCD-1	Within UK	Live	UHL-Nursing	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	All the electronic info is password protected using UHL standard log-in username and password. Any databases are all kept on a specific drive only the cardiac rhythm team can access but there is no password.	No	No	No	Do not have business continuity plans in place	A data protection impact assessment has not been carried out	

W&C	IAR276	Children's Research Team records	Personnel files for the Children's Research Team and shared drive for the Children's Research Team	Patient Data	PCD-1	Within UK	Live	UHL-Children's Research Team	UHL	Training provided on induction e.g. IG training and Cyber Security training	Yes	No	No	No	No	ID badges, uniforms and all electronic equipment is returned. Email accounts are closed. Shared drive and shared email account access is removed.	N/A	No	No	No			
Corporate	IAR277	Misc paper records	Misc paper records inc baptism register, service register, letters, notes, notebooks, diaries, death certificate book counter foils etc	Patient Data	PCD-1	Within UK	Archived	Chaplaincy & Bereavement Services	UHL	GDPR/IG mandatory training	Yes	No	No	No	No	Assets are returned and access rights are revoked when staff leave	Protected by Desktop Anywhere security and password strength rules set by the Trust	Yes	Yes - can only be used through the Trust's desktop anywhere which is encrypted	No	No formal plans, apart from fall-back to paper working	Not completed	

Corporate	IAR278	Staff Personal Files	Chaplains and Bereavement Services Personal Files	Patient Data	PCD-1	Within UK	Archived	Chaplaincy & Bereavement Services	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes - Locked office and filing cabinet	No	No	No	No	Assets are returned e.g. keys and ID badges are returned, and access rights are revoked when staff leave	Protected by Desktop Anywhere security and password strength rules set by the Trust	Yes	Yes - but can only be used through the Trust's desktop anywhere which is encrypted	No	No formal plans, apart from fall-back to paper working		Not completed		
Corporate	IAR279	CareView	Chaplaincy Patient Visiting Records	Patient Data	PCD-1	Within UK	POC	Chaplaincy & Bereavement Services	UHL	Staff receive training on induction e.g. IG and Data Protection training	Yes - Access is password protected	No	No	No	No	Assets are returned e.g. keys and ID badges are returned, and access rights are revoked when staff leave	Protected by Desktop Anywhere security and password strength rules set by the Trust	Yes	Yes - but can only be used through the Trust's desktop anywhere which is encrypted	No	No formal plans, apart from fall-back to paper working		Not completed		

Corporate	IAR280	Volunteer & Contacts Database	Volunteer & Contacts Databases - details of Chaplaincy Volunteers and local religious and belief Contacts	Patient Data	PCD-1	Within UK	Live	Chaplaincy & Bereavement Services	UHL	Staff receive training on induction e.g. GDPR/IG mandatory training	Yes - Access is password protected	No	No	No	No	Assets are returned e.g. keys and ID badges are returned, and access rights are revoked when staff leave	Protected by Desktop Anywhere security and password strength rules set by the Trust	Yes	Yes - but can only be used through the Trust's desktop anywhere which is encrypted	No	No formal plans, apart from fall-back to paper working	Not completed
Corporate	IAR281	Bereavement Database	Bereavement Database tracking production of Death Certificates	Patient Data	PCD-1	Within UK	Live	Chaplaincy & Bereavement Services	UHL	Staff receive training on induction e.g. GDPR/IG mandatory training	Yes - Access is password protected via UHL active directory login	No	No	No	No	Assets are returned e.g. keys and ID badges are returned, and access rights are revoked when staff leave	Protected by Desktop Anywhere security and password strength rules set by the Trust	Yes	Yes - but can only be used through the Trust's desktop anywhere which is encrypted	No	No formal plans, apart from fall-back to paper working	Not completed

| All | IAR282 | Outlook (Trust wide-individual accounts) | Each Trust staff member is given a Trust email address to use, which comes with a calendar function. The staff member has ownership for this Information Asset and is contractually obliged to use it in accordance with Trust policy. The email system is for communications and the calendar function is for diary management. It can be monitored and audited in accordance with Trust policy. | Patient and corporate data | PCD-1 | Within UK | Live | Individual staff member is responsible for the content of their own Outlook programme, in accordance with Trust policy. | UHL | Cascade training | Yes - Access is password protected via UHL active directory login | Yes | No | Yes contractual with MBP | No | Managers prompt IM&T to grant (for a starter) or remove (for a leaver) access to the Outlook system. | Trust parameters | Yes | Yes | No | Trust BCP/DRP |

All	IAR283	G Drives (Trust Wide-Individual Accounts)	Each Trust staff member is issued with a 'home' drive, known as a G drive. The named staff member is responsible for what data is included on their own home drive. The drives are protected by the same encryption, access controls and firewall as the rest of the Trust network. Trust staff are expected to follow Trust policy as regards their contractual obligations.	Patient and corporate data	PCD-1	Within UK	Live	Individual staff member	UHL	Cascade training	Yes - Access is password protected via UHL active directory login	Yes	No	Yes contractual with MBP	No	Managers prompt IM&T to grant (for a starter) or remove (for a leaver) access to a home drive.	Trust parameters	Yes	Yes	Depends on contents of home drive. User controls this.	Trust BCP/DRP

RRCV	IAR284	Nursing notes - electronic	Electronic nursing notes updated daily by nursing team, Nervecentre	Patient Data	PCD-1	Within UK	Live	UHL - Cardiology	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	Trust parameters	No	No	No	Trust BCP/DRP		
RRCV	IAR285	Nursing notes - paper	Nursing notes updated daily by nursing team, paper records.	Patient Data	PCD-1	Within UK	Live	UHL - Cardiology	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	Trust parameters	No	No	No	Trust BCP/DRP		
RRCV	IAR286	HR Files	Individual ward staff personal files	Staff Data	PCD-1	Within UK	Live	UHL - Cardiology	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	Trust parameters	No	No	No	Trust BCP/DRP		

RRCV	IAR287	Patient Files	Medical notes updated daily by medical team, paper records.	Patient Data	PCD-1	Within UK	Live	UHL - Cardiology	UHL	Staff receive training on induction e.g. IG e learning	Yes	No	No	No	No	ID badge returned and IT made aware to close down drive access	Trust parameters	No	No	No	Trust BCP/DRP
Corporate Nursing	IAR288	Workforce Development Funding (WDF) Previously known as Learning Beyond Registration	Spreadsheet held on shared drive individual study leave application forms and supporting information.	Staff data	PCD-1	Within UK	Live	UHL-corporate nursing	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP
Corporate Nursing	IAR289	Nursing Associates	Spreadhseet held on Nursing Competencies shared drive. Paper copy held in Practice Learning Lead's office	Staff Data	PCD-1	Within UK	Live	UHL-corporate nursing	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP
Corporate Nursing	IAR290	Other training	Spreadhseet held on shared drive. Paper copy held in Education & Practice Development Team offices	Staff Data	PCD-1	Within UK	Live	UHL-corporate nursing	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP

Corporate Nursing	IAR291	Overseas Nurses	Spreadsheet held on Nursing Competencies shared drive. Paper copy held in Education & Practice Development Team offices	Staff Data	PCD-1	Within UK	Live	UHL-corporate nursing	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP				
W&C	IAR292	PicaNet	Database collating information regarding admission, discharges and transfers of Paediatric Intensive Care Unit patients	Patient Data	PCD-1	Within UK	Live	UHL-Women's and Children's	Leeds and Leicester Universities	Cascade training	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	Checking with R Appleby.	No	Trust BCP/DRP				
W&C	IAR293	Patient Files-EMCHC Office CF11	Casenotes, Peripheral clinic filing, Patient filing and Correspondence	Patient Data	PCD-1	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP				5
Corporate	IAR294	Staff HR files	Staff personal files containing contracts of employment, sickness certification, training records etc.	Patient Data	PCD-1	Within UK	Live	UHL - Communications	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP				

Corporate	IAR295	IMAN clinical photography system	This database contains clinical photographs of patients referred by clinicians to the clinical photography service.	Patient Data	PCD-1	Within UK	Live	UHL - Communications	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
Corporate	IAR296	Patient and Staff signed consent forms	Paper based forms for consent to photography for clinical reasons (patients) and for supporting corporate initiatives (staff)	Patient and Staff Data	PCD-1	Within UK	Live	UHL - Communications	UHL	Cascade training	Yes	Not for paper notes. Others-Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP			
Corporate	IAR297	Graphics Job Tracker	A spreadheet containing details of graphics jobs completed for staff across and outside of UHL	Staff Data	PCD-1	Within UK	Live	UHL - Communications	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
Corporate	IAR298	Website authors and editors	Staff who have been trained to be authors and editors of content on the Trust's intrane	Staff Data	PCD-1	Within UK	Live	UHL - Communications	UHL	Cascade training	Yes	Vmware	No	No	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			

Corporate/W&C	IAR ref	System	Description	Data type	PCD	Location	Status	Organisation																	
			t (INsite) and the public websites have an IT account that is managed by the web team in Communications.																						
Corporate	IAR299	Media Monitoring database	Contact details of jounalists and media contacts which are put through a form linked to the website																						
W&C	IAR300	F Drive- Children's OPD Plans	Network drive for W&C, including electronic folders and databases holding patient and staff identifiable data and research information.	Patient, Staff and Corporate data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	Some of the files on the shared drive are research databases	Trust BCP/DRP			
W&C	IAR301	Z Drive- Administration Management EMCHC	Network drive for W&C, holding patient and staff information including pt waiting lists, PTL	Patient, Staff and Corporate data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			

W&C		reports and staff records																						
W&C	IAR302	Office DT15 in EMCHC	Paper folders and documents holding patient and staff confidential data- including patient active waiting lists and staff records.	Patient, Staff Data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
W&C	IAR303	Referrals Database	Database to collate information regarding referral sources	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
W&C	IAR304	CQUIN Data Entry sheet	Database to collate information regarding admissions and discharges	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			

W&C	IAR305	Morbidity Database	Database used to collect information regarding morbidities for patients on PICU, CICU and Ward 30.	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
W&C	IAR306	Heartsuite Reporting System	Database to collate information regarding surgical activity and NICOR submissions	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	No	Trust BCP/DRP			
W&C	IAR307	x3 Case Record Files for Clinical Trials	MI CP124 S1 and S2 (International Multicentre Randomised controlled trial of new monoclonal antibody vaccine against Respiratory Syncytial Virus), and BMS-CV 185-362 (Study of the Safety and Pharmacokinetics of Apixaban versus Vitamin K Antago	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	No staff use this apart from the IAO	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	Clinical trials	Trust BCP/DRP			

W&C	IAR	Asset	Description	Data type	Class	Location	Status	Owner	Org	Training						Storage					BCP				Score
			nist or low molecular weight heparin																						
W&C	IAR308	EMCHC Office C51 Peripheral Clinics	EMCHC Peripheral clinic notes, patient filing in paper form on shelves	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
W&C	IAR309	EMCHC Office C51 Fetal Patient Filing	EMCHC Fetal patient filing in paper form on shelves	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
W&C	IAR310	EMCHC Office DT14 Peripheral Clinic letters	EMCHC Peripheral clinic notes and filing in paper form on shelves	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
W&C	IAR311	EMCHC Office DT14 Peripheral Clinic letters	EMCHC Peripheral clinic notes and filing in paper form on shelves	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5

W&C	IAR312	EMCHC Office C51 Patient Filing	EMCHC Patient filing in paper form on shelves and trays	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
W&C	IAR313	EMCHC Office C51 Patient Filing	EMCHC Patient filing in paper form on shelves and trays	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
W&C	IAR314	P Drive-Paediatric Cardiology	Shared Drive and Database	Patient data and corporate data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	Cascade training	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	Yes	Trust BCP/DRP				3
W&C	IAR315	Research Database- Do Gene Changes Cause Congenital Heart Disease	Clinical phenotype as well as names, DOB and Hospital number up to 2012- Research Ethics Ref 6721 CRN number 7331, UHL R&I number 7860	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHL	No staff use this apart from the IAO	Yes	Vmware	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	Yes	Yes	Yes	Trust BCP/DRP				5

W&C	IAR316	Clinic Co Ordinator Office EMCHC MZ1227	Patient casenotes, Referral letters and Filing for upcoming clinic appointments	Patient data	PCD-2	Within UK	Live	UHL-Women's and Children's	UHl	Cascade training	Yes	No	No	N/A	No	Paper records protected in a locked office	N/A	No	N/A	No	Trust BCP/DRP				5
CSI	IAR317	BoneXPert	Imaging taken of patient's hands and analysed by software	Patient data	PCD-1	Within UK	Live	UHL-Imaging	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP	None	#########	No	1
CSI	IAR318	Virtual Network Server-Blood and Urinalysis for substances-supplied by Waters	Support two analysers - these use the network to process sample data-screening blood and urine samples for substances.	Patient data	PCD-1	Within UK	Live	UHL	UHL and University of Leicester	Cascade training	Yes	No	Yes	In progress	No	Organised by department- IAA organises	In progress	No	N/A	Yes	Trust BCP/DRP		In progress		in progress
CSI	IAR319	Althea Managed Equipment Service	Althea provides UHL with a managed service for high value medical equipment; predominantly Radiology equipment / scanners, but not exclusively. There is	Patient and corporate data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP				

Corporate	IAR320	Meaningful Activities Data Sheets & Daily Action Sheets	a long term contract between Althea and UHL. Althea maintains a database of equipment assets that they manage for the Trust; which includes maintenance reports and service history.																						
Corporate	IAR320	Meaningful Activities Data Sheets & Daily Action Sheets	Data sheets are completed for each patient to log basic referral information and the type/location of team input. Daily action sheets are written each day to determine which patients are required to be seen on that day.	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	N/A	No	N/A	No	Trust BCP/DRP				1

Corpor ate	IAR321	Meanin gful Activiti es Service Feedba ck	Feedba ck obtaine d from staff, patient s, relative s, carers and friends about the service	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascad e training	Yes	No	No	N/A	No	Access policy in line with Trust proced ures	Trust parame ters	No	N/A	No	Trust BCP/DR P			1
Corpor ate	IAR322	Meanin gful Activiti es Service Photog raphs	Photog raphs taken to promot e the Meanin gful Activiti es Service, which may or may not include patient s and/or relative s/carer s/frien ds.	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascad e training	Yes	No	No	N/A	No	Access policy in line with Trust proced ures	Trust parame ters	No	N/A	No	Trust BCP/DR P			1
Corpor ate	IAR323	Same-Sex Accom odation breach es	Networ k drive used to store inform ation regardi ng same-sex breach es	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascad e training	Yes	No	No	N/A	No	Access policy in line with Trust proced ures	Trust parame ters	No	N/A	No	Trust BCP/DR P			1
Corpor ate	IAR324	Share Your Experie nce	Electro nic platfor m for collecti on of patient feedba ck	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascad e training	Yes	No	No	N/A	No	Access policy in line with Trust proced ures	Trust parame ters	No	N/A	No	Trust BCP/DR P			1

Corporate	IAR325	Patient Story Drive	Network drive on UHL Network used to store Patient Stories - written, audio or audiovisual	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP					1
Corporate	IAR326	Team HR documents	HR Personnel Files	Staff Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP					1
Corporate	IAR327	Continence Outreach		Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP					1
Corporate	IAR328	Falls Data	Several excel databases of Falls Datex incidents are stored on the Patient Experience Network Drive	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP					1
Corporate	IAR329	Triangulation of harm data	Several excel databases of Datex incidents are stored on the Patient Experience Network Drive	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP					1

Corporate	IAR330	Forget me not list of dementia paitients	Excel database of patients with a confirmed diagnosis of dementia is stored on the Patient Experience Network Drive	Patient Data	PCD-1	Within UK	Live	UHL	UHL	Cascade training	Yes	No	No	N/A	No	Access policy in line with Trust procedures	Trust parameters	No	N/A	No	Trust BCP/DRP				1
Corporate	IAR331	Volunteers Database, Volunteers Services Records	Registration forms held on UHL network for volunteers including name, contact info and emergency contact	Volunteer staff data	PCD-1	Within UK	Live	UHL-Volunteer Services	Volunteering Dept	Cascade training	Yes	No	No	N/A	No	Volunteer dept	Trust parameters	No	N/A	No	Trust BCP/DRP		N/A	No	