	A	B	C	D	E	F	G	H	I	J	K	L	M
3	**Name Of Asset**	**IARN**	**Description Of Asset**	**Where it comes from**	**Who it is shared with**	**Purpose for Which it is held**	**Personal Information**	**Legal Basis**	**Sensitive Personal Information**	**Legal Basis (Sensitive)**	**Medium**	**IAO**	**Status**
4	**MANAGEMENT**												
5	Guardian Case Files	NG017	Record of a Social Care Case	Papers originate from the Courts	Solicitors, Barristers and the Trusts.	Records Guardians Case Information	Yes	6 (1) (c) - Legal Obligation	Yes	9(2)(b) Obligations Under Law	Paper	Guardian	Current
6	Guardian Trust File	NG018	Record of the Trusts activities in a social care case	Papers originate from the Courts	Solicitors, Barristers and the Trusts.	Records Guardians Trust Case Information	Yes	6 (1) (c) - Legal Obligation	Yes	9(2)(b) Obligations Under Law	Paper	Guardian	Current
7	GCIS	NG002	Social care Master case records database	Papers originate from the Courts	Solicitors, Barristers and the Trusts.	Records Guardians Case Information	Yes	6 (1) (c) - Legal Obligation	Yes	9(2)(b) Obligations Under Law	Electronic	Corporate Services Manager	Current
8	Guardian Case Files On Sharepoint	NG004	Social Care working case records recorded on Sharepoint	Papers originate from the Courts	Solicitors, Barristers and the Trusts.	To record information relating to the work of the Guardian	Yes	6 (1) (c) - Legal Obligation	Yes	9(2)(b) Obligations Under Law	Electronic	Information Manager	Current
9	**BUSINESS MANAGEMENT**												
10	Email	NG001	A method of exchanging digital messages from an author to one or more recipients.	Emails are created internally by NIGALA users and externally by those we work with. Information comes from many sources.	Nigala shares email with various organisations such as the Court Service, Solicitors, Trust, Social Workers, Service Providers and Contracters.	Business Communication	Yes	6 (1) (c) - Legal Obligation	yes	9(2)(b) Obligations Under Law	Electronic	Corporate Services Manager	Current
11	Sharepoint	NG005	Shared Electonic Drive	Corporate Information is created internally and externally and is saved to Sharepont.	shared with the Department of Health, Auditors, Arms Length Health Bodies, service providers and the Public.	Record Corporate Records	Yes	6 (1) (c) - Legal Obligation	No	N/A	Electronic	Records Manager	Current
12	Business Plan	NG013	Sets out the business goals of the organisation	This is created Internally.	This is shared internally with Staff, The Board, the Department of Health and auditors.	Records the organisations business goals	No	N/A	N/A	N/A	Electronic	Corporate Services Manager	Current
13	Minutes Of Management Board Meetings	NG019	responsibile for the overall management of Nigala ensuring high standards of Corporate Governance	This is created Internally.	These are Published on the Corporate Website for Public use.	Records the minutes of meetings	No	N/A	N/A	N/A	Electronic	The Chairman	Current
14	Business Continuity Plan	NG016	Contingency Plan in event of disaster	This is created Internally.	internally with Continuity plan officers who have a copy of the plan	Disaster Recovery	Yes	Consent	N/A	N/A	Electronic	Corporate Services Manager	Current
15	Intranet (Staff Website)	NG009	Internal Website for Staff Information	The content is either created internally or shared with us by other organisations for	The information is shared with NIGALA staff and Self Employed Guardians.	To Inform staff of Information relevant to their work and roles	No	N/A	N/A	N/A	Electronic	Information Manager/Records Manager	Current
16	Corporate Website	NG010	External Website for Public use	The content is either created internally or shared with us by other organisations for publishing.	This is a public facing website, information is shared with everybody.	To Inform the public of NIGALA`S functions & Responsibilities	No	N/A	N/A	N/A	Electronic	Information Manager/Records Manager	Current
17	SDMS (Staff Development & Management System	NG012	Training Database	This is created Internally.	Information is shared with auditors for compliance purposes.	Records Staff Training Records	Yes	Consent	N/A	N/A	Electronic	Training & Quality Assurance Manager	Current

	N	O	P	Q	R	S	T	U	V	W
3	**Security**	**Retention Period**	**Retention Reference**	**Find**	**Access**	**Work With**	**Understand**			
4										
5	Files are tracked	Retain for two years then destroy	Nigala Retention Policy	Search Function	Guardian	Create, Amend, Update, Archive.	Filed by case Name andCase Id			
6	Files are tracked	Destroyed After Final Hearing date	Nigala Retention Policy	Search Function	Guardian	Create, Amend, Update, Destroy.	Filed by case Name andCase Id			
7	and access parameters on GCIS which are reviewed annually	Gcis holds the master record.	P33 AND 34	Search Function	Everyone has access	Create, Amend & Archive	Filed by Case Name andCase Id			
8	Password Protected	Records reviewed in accordance with Disposal Schedule.	P33 AND 34	Search Function	Individual Users have access to their own content	Create, Amend Delete, Archive.	Filed by Guardian Name			
9										
10	Password Protected	See email Management policy	Various	Search Function	Individual Email Accounts For Staff	Create, Archive, Destroy	File by Business Function			
11	Password Protected	Records reviewed in accordance with Disposal Schedule.	Various	Search Function	Management & Administration	Create, Amend, Delete, Archive.	Filed by Business Function			
12	Password Protected	20 years then destroy	J9	Search Function	Management & Administration	Create, Amend, Archive.	Filed by Title			
13	Password Protected	20 years then transferred to PRONI	J1	Search Function	Management & Administration	Create, Amend, Update, Archive.	Management Drive in shared Folder			
14	Password Protedted	superseded or where it has been put into action 8 years after the event (A5 GMGR)	A5	Search Function	Management, PA to CEO	Create, Amend, Update, Archive.	Management Drive in shared Folder			
15	Password Protected	Content is reviewed on an ongoing basis	Various	Search Function	Everyone has access	Create, Amend Delete, Publish	Arranged By Subject			
16	Password Protected/Information manager and Records Officer have edit rights	Content is reviewed on an ongoing basis	Various	Search Function	Public & Staff	Create, Amend, Delete, Publish	Arranged By Subject			
17	Password Protected	Age 72 or 6 years after employment has ended whichever is the later.	L49	Search Function	Everyone has access	Create, Amend, Delete	Filed By Individual Name			

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18	SPSS	NG014	Statistical Web Database	Presidon. Information is created internally and uploaded to database.	Information is used to feed into reports which will be used internally or published.	statistical information relating to Children Feedback and surveys	No	N/A	N/A	N/A	Electronic	Assistant Director	Current
19	**FINANCE**												
20	Eprocurement	NG020	It is the medium in which goods and services are purchased and	This database is managed by BSO Procurement and Logistics service.	Information is shared with auditors for compliance purposes.	Records Financial records	No	N/A	N/A	N/A	Electronic	Corporate Services Manager	Current
21	**HUMAN RESOURCES**												
22	Human Resources, Pay & Travel Portal (HRPTS)	NG021	It allows staff to manage their annual leave, travel and pay.	This database is managed by BSO Human Resources.	Used for Internal Purposes	Records Human Resources Information	yes	6(1) (a) Consent	Yes	Personal data manifestly made public by	Electronic	Corporate Services Manager	Current
23	**INFORMATION MANAGEMENT**												
24	Paperchase (File Tracking System)	NG023	is barcode driven archive and records management	The Information is created Internally.	N/A	Records the movement of paper records	No	N/A	No	N/A	Electronic	Information Manager	Current
25	Iron Mountain Website	NG024	Closed Guardian Case Records	Website is owned by Iron Mountain. Information is created internally and	Iron Mountain	Identifies Guardian case files in off site storage	No	N/A	No	N/A	Electronic	Information Manager	Current

	N	O	P	Q	R	S	T	U	V	W
18	Password Protected	2 years then destroy	Q1	Search Function	Research Officer, Corporate Services Manager	Create, Amend, Delete.	Filed according to Variable			
19										
20	Password Protected	Can vary depending on type of financial document.	See Good Management, Good Records (GMGR guidance)	Search Function	Management & Administration	Create, Amend, Update, Delete.	Filed by Requisition Number			
21										
22	Password Protected	Section L. Records have various categories and retention values depending on specific record	F and L	No Search function - user can navigate using a number of tabs and functions	Everyone	Create, Amend, Update, Delete.	Filed By Individual Name			
23										
24	Password Protected	N/A System records metadata about the asset.	N/A	Search Function	Administration	Create, Amend, Update.	Filed by Case Id			
25	Password Protected	2 years then destroy	P33	Search Function	Administration/Records Officers	Create, Amend, Update.	File By case Id and case name			

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