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cc: Divisional Directors
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CIO MEMO 04/08
INFORMATION ASSET OWNERS - RESPONSIBILITIES

Introduction

1. This CIO memo introduces the concept of "Information Asset Owners" (IAOs) to the Highways Agency, and sets out the associated responsibilities. It is for your information and for cascade as you consider necessary. Detailed requirements of the actions required from individual IAOs will be issued directly to them, but you should be aware that the first round of reporting needs to be completed by 26th August.

Background

2. We are required by the Cabinet Office to define Information Asset Owners for all significant data sets we hold or control as part of our business. That includes information held by ourselves, or held by any part of our supply chain on our behalf. The expected benefits from this initiative derive from the increased assurance that our data sets are being appropriately protected, that they are being used legitimately, and that information is much less likely to fall into the wrong hands.

3. This initiative has considerable force behind it and must be adopted and followed by all concerned. These are Cabinet Office requirements that are mandated across all Government, and these Agency arrangements have been endorsed by DfT(c), the HA Board and the Agency Audit Committee.

4. IAOs have to be senior individuals involved in running the relevant business, and must report directly to their HA Board member. In summary, their role as IAO is to:
   - Understand what information is held within each data set; how it is processed; who has access to it, and why; and how long we keep the information;
   - Understand our legal obligations regarding the dataset and to ensure they are met;
   - Address risks to the information, and ensure that information is fully used within the law for the public good.
   - Give assurance to me as the Agency's Senior Information Risk Owner (SIRO) and I in turn will give assurance to the Chief Executive and the Departmental SIRO.

5. IAOs are to give the necessary assurances through a written report, each quarter.

6. We are addressing those data sets that we know contain, or may contain, sensitive personal data, as these are the highest priority. These are detailed at Table 1, below, along with the nominated IAOs.

7. Table 2 sets out the role and responsibilities of IAOs, in further detail. It is important that all Information Asset Owners (IAOs) in the Agency understand their new responsibilities and are equipped to deliver them in line with the Cabinet Office requirements. It is also important that those of us who offer support and advice to IAOs, such as the Agency Security Team and the ID Information Management Policy Team, do so promptly.

Actions Required

8. More detailed guidance and instructions will be issued directly to each IAO.

Responsibility for this Guidance and Further Information

9. The latest information on Information Asset Ownership can be found in SHARE (search for Information Asset Owner Guidance). Alternatively, please contact Kevin Davies, on 0771314 6387 or at kevin.davies@highways.gsi.gov.uk if there are particular issues you would like to discuss.

Denise Plumpton

Denise Plumpton
Director of Information

Table 1 :– Data Sets and nominated Information Asset Owners

Data Set containing (or likely to contain) Personal Sensitive Data	**Information Asset Owner**
Data sets within SfM (Oracle)	Jim Hughes
Data sets within HRSMIS (PeopleSoft)	Mel Nash
Payroll Information	Mel Nash
Data sets within TO Command and Control System	Janet Butler
HAL (Lands)	Paul Williamson
Toll Collection Information (M6 Toll)	Tim Harbot
Toll Collection Information (Severn Crossings)	Graham Bowskill
Toll Collection Information (M25 Dartford)	John Aspinall
ANPR Data	Simon Sheldon-Wilson
CCTV Data	Bob Castleman
Green and Red Claims	Jim Hughes
Planning Applications Database	Dave Gingell
Correspondence Recording System	Dave Gingell

Table 2 :- Responsibilities of Information Asset Owners

An Information Asset Owner must know:

- What data sets they are responsible for
- What information is contained within each data set
- Whether the information is in any way sensitive or vital to the business
- Who has access to the data, how they gain access, and why they need to access.

An Information Asset Owner must ensure that:

- Statutory obligations and Agency policies for the protection and management of information are appropriately applied to the data set(s).
    - The relevant statutory requirements and Agency policies are:
        - Data Protection Act (DPA)
        - Freedom of Information Act (FOIA)
        - Environmental Information Regulations
        - Public Records Act
        - Highways Agency Policies on Records Management (including retention periods), Security, Information Classification, Copyright, Charging for information.
- The data set is appropriately protected and maintained as fit for purpose
- Finances and other practical arrangements are in place for the continued well being of each data set.

An Information Asset Owner will:

- Be responsible for answering any questions concerning the way that the data sets are managed and protected
- Approve any new uses of the information within the data set, with appropriate regard to prevailing policies
- Approve any new users, or classes of user, of the information, or ensure adequate processes are in place to control access to the information
- Be satisfied that adequate Business Continuity arrangements are in place to safeguard the data;
- Have their Information Asset Ownership role acknowledged and recorded within their job description and Role Profile
- Promote and enable appropriate use of the data set, maximising the benefits derived from the data set
- Review retention periods annually, and ensure that the agreed retention periods are being applied
- Ensure that arrangements are in place for the destruction of information no longer required.

An Information Asset Owner may:

- Receive security event reports and take action to minimise reoccurrence
- Decide what steps, if any, should be taken to facilitate the use of the data for other purposes.