

NILGOSC Information Asset Register

This Information Asset Register (IAR) is a register of information or collections of information, held electronically or in hard copy, which have (usually) not been published or made publicly available.

An information asset is a body of information, defined and managed as a single unit so it can be understood, shared, protected and exploited effectively.

Each Information Asset has an Information Asset Owner. Information Asset Owners' responsibilities are noted in Appendix B of NILGOSC's Information Risk Policy. The Head of GSS is the permanent owner of the IAR.

The classifications used in this Information Asset Register are in line with the Cabinet Office policy "Government Security Classifications - May 2018", i.e. NILGOSC documents are generally categorised as "Official", with the exception of some items categorised as "Official-Sensitive".

To sustain the usefulness of the IAR, it will be reviewed every three years in line with the Information Risk Policy but will be updated as required when new information assets are identified and following changes to the Risk Register, if appropriate.

Approved	Dec-20
Review due	Dec-23

Table 1

Business area	IAO	Asset Title	Asset Description	Classification
Finance	Finance Manager	Accounting	Documents required for accounting purposes including monthly and quarterly reports and accounts, annual budget, annual accounts, monthly HSBC and fund manager reports, contributions, benefits, actuary recharges, debtors, creditors, fixed assets, salaries, taxation, petty cash, WGA, bank authorities.	Official
Finance	Finance Manager	Financial audit information	Contains external audit reports on NILGOSC accounts procedures.	Official
Finance	Finance Manager	TAS accounting package	Contains names and addresses of debtors and creditors; lists amounts owed by or owing to NILGOSC and all financial transactions paid or received.	Official
Finance	Finance Manager	SAGE payroll package	Contains NILGOSC staff names, dates of birth, addresses, tax codes, national insurance numbers, bank and salary details.	Official
Finance	Finance Manager	Tax related documents	Accounting for tax returns, VAT returns, foreign investment tax related documentation etc.	Official
Finance	Finance Manager	Tender, contract and procurement information	Contains information on tenders and contracts, including fund managers, investment managers, custodians and voting tenders. Also includes general procurement business cases etc.	Official
Finance	Finance Manager	Premises documents	Documents include maintenance records and contracts.	Official
Governance	Head of GSS	Business Continuity Plans	The plans detail contingency arrangements in the event of disruption to normal business, including staff out of hours telephone numbers.	Official

Table 2

Business area	IAO	Asset Title	Asset Description	Classification
Governance	Head of GSS	Case management system for SAR and FoI	Tracking registers and individual Subject Access Request (SAR) and Freedom of Information (FoI) requests and replies.	Official
Governance	Head of GSS	Committee membership details	Committee members' contact details, declarations of interest, training and assessment details.	Official
Governance	Head of GSS	Compliance records	Records relating to compliance reviews and internal audits, including terms of reference, internal audit reports etc.; Internal Control Framework; procedures manuals.	Official
Governance	Head of GSS	Information Asset Register	Register of the information assets and datasets held by NILGOSC.	Official
Governance	Head of GSS	Risk Register	Strategic risk register, including ownership, RAG status and mitigating actions agreed. Reviewed quarterly.	Official
Governance	Head of GSS	Committee minutes and meeting papers	Records of discussion and decision making at Senior Management Team, Audit & Risk Assurance Committee, Management Committee and Staffing Committee meetings.	Official
Governance	Head of GSS	Corporate documents	NILGOSC Actuarial Valuation, Annual Reports, Committee Members' biographical information, Corporate Plan, Equality Scheme and related documents, Financial Memorandum, Financial Statements, Management Statement, Performance Standards, Policies and Scheme Statistics.	Official

Table 3

Business area	IAO	Asset Title	Asset Description	Classification
Human Resources	HR Manager	Personnel records	Records relating to staff including personal details (such as NINO, DOB, address etc.), appraisal, attendance, disciplinary records, exit interviews, grievance and harrassment, general management, job evaluations, legal advice, monitoring information, probation, references sent, salary information, training and development and web reports.	Official
Human Resources	HR Manager	Health & Safety documentation	Documents include health & safety reports and assessments.	Official
Human Resources	HR Manager	Recruitment and selection records	Recruitment and selection documents, including fair employment and equal opportunities data and terms and conditions.	Official
Human Resources	HR Manager	Staff administration documents	Documents include staff policies, flexi sheets, appraisals and training records for staff in each NILGOSC business area.	Official
Human Resources	HR Manager	Employment related legal documents	Information in respect of employment matters that could prejudice court or Industrial Tribunal cases.	Official
Information Technology	IT Manager	Pension software system administration information	Includes journals, annual returns, bulk calculations and updates, forecasts, reports and statistics, Unix/AIX configuration settings, external support contracts, software licensing and user guides.	Official
Information Technology	IT Manager	Network administration information	Includes disaster recovery details, network configuration and reports, security profiles, software licensing and external support contracts and reports, information for external systems, NBX configuration and reports, mobile device configuration and security profiles and user guides and manuals.	Official

Table 4

Business area	IAO	Asset Title	Asset Description	Classification
Investment	Investment Manager	Investment information	Contains details of investments held, including Investment Managers and Fund managers, investment advisors, income and performance reports, policies and guidelines, consultations, responsible investment policies, voting research and reports, engagements and investment strategies, completed tax exemption forms, legal agreements and Statement of Investment Principles. Also includes details of AVC investment information.	Official
Pension Development	Pensions Manager	Customer satisfaction surveys	Contains documents relating to customer satisfaction surveys.	Official
Pension Development	Pensions Manager	Legal documentation	Includes legal advice and court papers relating to legal challenges. Information in respect of contentious negotiations and information on civil and criminal proceedings, that could prejudice court or cases are also included.	Official - Sensitive
Pension Development	Pensions Manager	Employers' documents	Contains employer records including agreements, forms, invoices, circulars, policies and guidance.	Official
Pension Development	Pensions Manager	Pension management procedures and guides	Contains information such as agreements, bulletins, factor tables, procedures (including pension payroll procedures), forms and guides, RPI and CPI, GAD and HMRC guidance.	Official
Pension Development	Pensions Manager	Pension scheme policies	Contains pension scheme legislation, guidance and policies.	Official
Pension Development	Pensions Manager	AVC information	Equitable Life and Prudential accounts and details.	Official

Table 5

Business area	IAO	Asset Title	Asset Description	Classification
Pension Development	Pensions Manager	Actuarial work	Contains reports and workings for valuations and actuarial work for employers and NILGOSC.	Official
Pension Service	Services Manager	Pension software system database	Contains personal details of current and deceased Scheme members and their survivors, as well as details of members' and survivors' Scheme entitlements.	Official
Pension Service	Services Manager	Complaints log	Details of complaints received and actioned.	Official
Pension Service	Services Manager	Member files	Files contain personal details of current and deceased Scheme members and their survivors, as well as details of members' and survivors' Scheme entitlements and details of any complaints made by the member.	Official
Pension Service	Services Manager	Pension financial information	Contains annual returns, registers.	Official
Pension Service	Services Manager	Pension payroll information	Contains monthly payroll run reports and checklists.	Official
Pension Service	Services Manager	Pension payroll - fraud prevention	Includes National Fraud Initiative matches, as well as related reports and investigations.	Official
Pension Service	Services Manager	Pension payroll financial information	Includes banking documents, pension software system reports, balance of lump sums, pension increase and dependent benefits, monthly and year end reports and immediate payments data.	Official
Pension Service	Services Manager	Payroll controls	Includes imprest and Employer Annual Tax Returns (P35) and P60 data.	Official