FOI 0326/2023 Response

**Clarification : "Record of Processing Activity" refers to Subject access request, information governance/ data protection request.

1. Does your organisation use any applications or software to record of Processing Activity (ROPA)? If so, please state the product name(s) and version numbers(s) (if known)

- The Trust uses Ulysses Risk Management system (known as Eclipse) to report Data Protection / Information Governance incidents and breaches.

- The Trust also use Microsoft Excel spreadsheet to track and monitor information requests.

2. Does your organisation use any applications or software to support preparation for, or maintenance of ISO 27001 and/or ISO 27701 compliance? If so, please state the product name(s) and version numbers(s) (if known)

- The Trust does not use any software specific to this activity

3. Does your organisation use any applications or software associated with data breach management? If so, please state the product name(s) and version numbers(s) (if known)

***Clarification: This is in relation to any software/applications used to manage SAR/Data Protection/IG breaches (investigating breaches and monitoring outcomes etc)

- The Trust uses Ulysses Risk Management system (known as Eclipse) to report and manage Data Protection / Information Governance incidents and breaches.

- The Trust also use Microsoft Excel spreadsheet to track and monitor IG breaches.

- Ulysses Risk Management system, version 21.0.111

4. Does your organisation use any applications or software for Policy Management?
If so, please state the product name(s) and version numbers(s) (if known)

- The Trust uses Microsoft Excel spreadsheets for tracking purposes and we also use outlook emails for notifying policy authors and carrying out consultation.

- Microsoft Teams is used to hold our PDMG meetings (policy development and management) and we use the Trust Intranet (SharePoint) for storing our policies for staff to access them as and when needed.

5. Does your organisation use any applications or software associated with handling FOI requests? If so, please state the product name(s) and version numbers(s) (if known)

- The Trust do not use any software associated to FOI requests. However, we do use Microsoft Excel spreadsheet to track and monitor FOI requests.

6. Does your organisation have any plans to explore the market regarding data privacy compliance tools? If so, please describe.

- No

7. Who is responsible for procuring ICT applications that support your organisation's Information Governance teams? A job-title & directorate will be sufficient.

- Associate Director of Performance and Information