



25 September 2024

**Our Ref:** RFI 59513

**Freedom of Information Act 2000  
Information in Relation to ICT Process for Storing Information on ICT Staff**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to above which you requested on 6 September 2024.

A response to each of the questions raised has been provided by the Planning, Performance & Informatics Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital ([informationgovernance@setrust.hscni.net](mailto:informationgovernance@setrust.hscni.net)) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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**Rebecca Manning**  
**Information Governance Officer**

***Could I have information on the ICT process for storing information on ICT staff on ICT systems and email:***

***Q1. How is this information held?***

A1. Information on ICT Staff is held electronically on a number of different systems/tools in use within the Trust.

***Q2. Who has access to it?***

A2. Permission levels are set as appropriate for these systems/tools.

***Q3. How is it secured (how is it free from access and amending)?***

A3. Permission levels set as appropriate and Trust policy and procedure are adhered to.

***Q4. From a confidential and accountability point of view what risk assessments and such like have been undertaken to ensure that data retained within directorates are factual records and have not been subjected to amendments or disposal***

A4. Trust policy, information governance regulation is followed with regard to confidentiality and accountability being assessed via Internal Audit and Controls Assurance.