



# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department  
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Ref: FOI/2023/9358

Date Received: 31<sup>st</sup> October 2023

Response Due: 28<sup>th</sup> November 2023

Date: 27<sup>th</sup> November 2023

Dear Sir/Madam

You asked:

## **Please can you answer the following**

- 1. Do you have a single IAO for each information system or are they grouped for instance pathology, EPRs etc?**

There is an IAO for each system, appropriate to the role. Some staff are IAO for more than one system.

- 2. Do you have written duties / job description for them? If so please share**

Please see the attached.

- 3. Do you have specific risk assessment documents? If so please share**

There is a Trust Risk Assessment policy. Please see the attached.

- 4. Do your IAOs report to the SIRO or into another manager? Please provide a specimen structure**

The IAO reports to SIRO. Attached is the structure from the IAO training.

- 5. Do you assess all your systems at least annually?**

Our Digital DPIA system creates a yearly reminder to assess for the IAO and there is a policy.

- 6. Do IAOs record risks directly into your risk register? If not who does?**

Risks are recorded into Datix.

**7. Do all your IAOs have Information Asset Administrators (IAA)? Are your IAAs primarily Digital staff?**

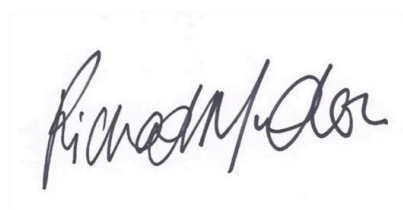
Every IAO has an IAA. It is the most appropriate person for the role.

**8. If you have an EPR how many IAOs do you have for it? Could you supply the working role for each one.**

We have different EPR's, only 1 IAO for each EPR.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Mundon', is enclosed in a light grey rectangular box.

Richard Mundon  
Director of Strategy and Planning

**PLEASE NOTE:**

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline number: 0303 123 111