

Data Protection Act 1998 Undertaking follow-up

Department of Justice Northern Ireland ICO Reference: ENF0472330

On 13 November 2014 the Information Commissioner's Office (ICO) conducted a follow-up assessment of the actions taken by the Department of Justice Northern Ireland in relation to the undertaking it signed on 07 May 2014.

The objective of the follow-up is to provide the ICO with a level of assurance that the agreed undertaking requirements have been appropriately implemented. We believe that appropriate implementation of the undertaking requirements will mitigate the identified risks and support compliance with the Data Protection Act 1998.

The follow-up assessment consisted of a desk based review of the documentary evidence that the Department of Justice Northern Ireland supplied to demonstrate the action it had taken in respect of the undertaking requirements. This included a copy of the Office relocation procedures, an updated version of the disposal log sheet and evidence to demonstrate processes in place to ensure that induction and refresher training is completed by all staff.

The review demonstrated that the Department of Justice Northern Ireland has taken appropriate steps and put plans in place to address some of the requirements of the undertaking, however further work needs to be completed by the Department of Justice Northern Ireland to fully address the agreed actions.

In particular the Department of Justice Northern Ireland confirmed that it has taken the following steps:

- The record of condemned equipment has been amended to become the 'Condemnation Board Certification Statement' which requires an Information Asset Owner, or appointed deputy, to confirm that personal data has been removed or wiped from condemned equipment.
- The office relocation procedures have been updated and re-circulated to all staff.

- Bespoke training has been provided to the Senior Information Risk Owner and Information Asset Owners.
- 'Responsible for Information' guidance booklets, including a compulsory knowledge test, have been delivered to prison training departments for distribution to operational staff.
- Staff are required to confirm their acceptance of the Department of Justice's Security Operating Procedures before they can use the IT systems; this incorporates a confirmation that they will follow the relevant Information Security policies and procedures.

However Department of Justice Northern Ireland should take further action to:

- Ensure that mandatory training is completed by all staff from the Northern Ireland Prison Service
- Ensure that all training is logged and monitored going forward, particularly face-to-face training which is provided to operational staff, to allow follow-up exercises to be conducted.

Date Issued: 21 November 2014

The matters arising in this report are only those that came to our attention during the course of the follow up and are not necessarily a comprehensive statement of all the areas requiring improvement.

The responsibility for ensuring that there are adequate risk management, governance and internal control arrangements in place rests with the management of Department of Justice Northern Ireland.

We take all reasonable care to ensure that our Undertaking follow up report is fair and accurate but cannot accept any liability to any person or organisation, including any third party, for any loss or damage suffered or costs incurred by it arising out of, or in connection with, the use of this report, however such loss or damage is caused. We cannot accept liability for loss occasioned to any person or organisation, including any third party, acting or refraining from acting as a result of any information contained in this report.