

Name of asset	Description of asset	Purpose of data	
Abios - Authentication by interview operating system.	Personal data including name, address, date of birth.	Personal data of customers held for application and provision of passport process in particular the interview process.	
Access Control System (ACS)	Database containing information around individuals for the Access Control to IPS buildings.	Maintain ACS records, controls access to buildings.	
Access HR Database	HR data taken from Adelphi, number of staff, leavers, joiners, FTE, absence, LM etc	Manipulation of HR Adelphi Reports. To run reports, extracting data and manipulating cuts of data that allow PQs and FOIs to be answered quickly.	
Activity Based Costing models and Datasets	Survey of how multi-function police personnel spend their time and costing data broken down by output (rather than functional silo).	Collation of survey results for analysis and distribution.	
Adelphi systems	ERP system which administers HR, finance and procure to pay functions within the Home Office.	Carries out a range of finance, HR and procure to pay functions	
Applications for recruitment	Names, addresses, email address, date of birth, NI numbers.	Held for Home Office HQ. Information is held for 1 year to ensure that any feedback is given.	
ARG corporate risk tool	Database - record of IPS risks from across the business.	Risk Management with associated audit trail and analysis.	
Animals Scientific Procedures System database	Electronic database for recording details of licenses granted under the Animal (Scientific Procedures) Act 1986.	To aid the Home Office in fulfilling its role as a regulatory body.	
Asylum support appeals database	Records of asylum appeals.	To assign reference numbers to all asylum appeals cases and record them.	
ASYS	Asylum Seeker personal data.	Asylum Support Maintenance.	
ASYS Data Analysis System (ADAS)	Administrative data extracted from the ASYS database of asylum seekers supported by UKBA, including biographic details where necessary.	Statistical and data quality analysis in preparation for publication of statistics.	
Atkins Computer Aided Facilities Management (CAFM) System	Facilities Management system.	To assist in management of estates facilities.	
Balance Sheet Reconciliations	Balance Sheet Reconciliations for Other Debtors \ Creditors (inc all Payroll and Staff Debtor Balance Sheet Accounts).	Financial Assurance.	
Building Passes	Staff name, Date of birth, Building of Work	Control Access to UKBA Buildings.	
Business continuity and duty officer plans (Disaster management plans)	What to do if key buildings are compromised or unusable.	Guidance on what to do and how.	

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Business Management Office dataset.	Name, address, postcode, telephone numbers, driving licence, date of birth, NI Number and employment records, sick absence records and Pay details.	Staff personnel records, Shared Services Directorate	
Business Objects	Management information tool for all areas of the business.	To produce management information from CID.	
Carson Wagon Link	Travel Service data	System used to book travel services.	
Change of employer database	Administrative data extracted from the UKBA case Information database system.	Administrative data on Overseas Domestic Workers relating to change of employers.	
CID	Passenger name, Date of birth, nationality. Arrival details. Temporary admission address. Detention details Refusal reasons. Diary actions. Notes. Removal details. Photograph.	Recording of arrival, detention, removal and case outcome. Producing all necessary paperwork.	
COI data	Tracking data on marketing campaigns for various government departments, collected by the COI.	For a short term project on the allocation of the marketing budget.	
COLIN	Press Office database for logging calls with media and responses issued to media.	To assist press officers dealing with media queries and record actions taken in relation to media queries.	
Comsec Database	Database.	Auditing of Accountable Assets.	
Copies of index cards, paper and microfilm	Personal customer data including name, date of birth, place of birth, maiden/previous names, national status (after 1963), passport number, date of issue, issuing office, previous passport details including number, date of issue and issuing office, name and address.	Customer records that pre-date the PASS system. Used to confirm previous passport details for range of external agencies - FCO, Courts, police etc. Archive records.	
Correspondence Tracking System	An office wide system, running on the POISE infrastructure, for the tracking and management of all incoming correspondence (Ministerial and public), and public emails.	To track and manage all correspondence, and provide management information relating to performance against targets.	
Credit Card Payments	Customer credit card details	Passports fee payments	
CSA exercises: personal data held in relation to candidates scores.	Name, National Insurance Number/employee number, exercise. scores	Running Core Skills Assessments for promotion to G7 and HEO grades.	
Customer Correspondence Team	Applicants' names and addresses, customers letter, emails and complaint information.	Paper records are kept for a total of 12 months before being securely destroyed.	
Customer Relationship Management System (CRM)	Police Conviction Information, matches against government lists, DOH, DCSF, List 99, POVA and POCA. Protect (Personal Data IL2), which includes applicant Name, Date of birth, Address history, Place of birth, Alias Names, Gender, NI Number, Driving Licence number, Passport Number.	For the issuing of Disclosures under the Police Act Part (V).	

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Data View production databases	A set of 8 inter-connecting databases that produce anonymised Office of National Statistics and Cabinet Office compliant HR data.	Provide single source of Hannigan-compliant HR data for key performance indicator reporting across the Department and its businesses on a monthly basis.	
Database of HODS members	Personal details - addresses, emails, disabilities	Membership - targeted mail outs, information sharing.	
Database of Home Office public appointees	Name, date of birth, work address, home address, remuneration.	The departmental register of its public appointees.	
Datawarehouse	Management information system used for reporting and MI, Subset of data from CRM.	Subset of CRM Data for Management Information and reporting.	
DIMIS (Drug Interventions Management Information System)	Holds semi-anonymised information about individuals' mandatory drug tests and interaction with the drug interventions programme.	To provide performance monitoring and management information for the programme.	
DIP Management Information	Information held on the criminal justice interventions relating to drug misusing offenders	Monitoring and Research.	
Disputes Team	Names, Date of birth, place of birth, address details, conviction information, PNC IDs, police force addresses, contact numbers, applicant photographs, Registered body name, address and signature.	To resolve disputes on disclosure information.	
Drug Licensing Database	Full contact details of each company premises and the schedule of drugs each premise is allowed to possess and/or produce and/or supply and also details of all imports and exports of controlled drugs (details of companies involved both here and abroad).	To monitor those companies who are allowed/licensed to possess and/or produce and/or supply controlled drugs. The database also monitors all imports and exports of controlled drugs.	
Drug user data	Date of Birth, PNC ID, Positive Drug test details, (no name data).	Analysis to support development of Drugs PSA.	
1. DSU Database 2. (archived precursor) 3. DSU registry spreadsheet	Personal Data relating to applications for National Security Vetting and Baseline Personnel Security Standard	1. National Security Vetting, Baseline Personnel Security Standard and pre-employment status checks 2. Security vetting 3. Tracking personal files	
DV and SC IPS clearance Spreadsheets	Information regarding Staff DV and SC clearance Dates.	Management information for clearance dates.	
E Learning User registration	Personal details - name, work address, contact details.	To enable CLD to record and report on usages of E Learning.	
Early Departures Cost Database	Lists of (ex) staff and costs of Early Departures, month by month, from 07/08 onwards	To monitor and manage the Early Departures Utilisation Cost Budget.	

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Electronic and paper based	Paper System holding 2004 – April 2007. Indexed folders with Homicide Victim and Suspect details with court outcomes, if any. The former were all sent in from the forces electronically or by paper	To hold the records implicit in the ADR (Annual Data Requirement) for notification of Homicides, potential homicide/ additional information/confirmation of outcome of cases to the Home Office. Two databases holding information submitted by police forces in England and Wales relating to offences initially recorded as homicide between (i) 1946 and 1976, and (ii) 1977 to present (incl. British Transport Police, from 2002/03 financial year, where the offence was committed within England and Wales). Contains information about the cases, including court outcomes. The data are used to produce a chapter in an annual Home Office Statistical Bulletin, with the most recent available at <a href="http://www.homeoffice.gov.uk/rds/pdfs09/hosb0209.pdf">http://www.homeoffice.gov.uk/rds/pdfs09/hosb0209.pdf</a> .	
eMIU	Name/Date of birth/Nationality/Address/Employer Name/Employer Address/Research results/Outputs - IR/AL reference numbers/Allocated Officers etc.	Midland Intelligence Unit management information database: contains records of subjects and/or business which have been reported to MIU by members of the public.	
EPA1 - electronic passport applications	Personal data held electronically but not transferable and no removable media.	Personal data for requesting a passport application form for completion.	
Equal Opportunities Diversity Monitoring Forms	Grade, age, gender, working pattern, ethnic origin disabilities, religion or belief, sexual orientation.	To monitor the level of participation in training.	
Equifax	Address Data.	To check whereabouts of applicants.	
Excel and Access databases for Development programme staff (SCS, G6/7, Fast Stream and IDP, Secondees and attachments)	Personal and contact details, postings, skills data, training, PDR data, costs, etc.	To track and monitor individuals on various programmes.	
Expenses forms for Private Office	Name, addresses, email, postcode, national insurance number, bank details.	Private Office Expenses Forms.	
File Tracking	File locations, Home Office reference numbers, personal data, immigration data.	Track Home Office files in and out of offices. Request files. Monitor file locations.	
Fingerprints( Part of CRB Exceptions Team)	Applicants Name, addresses, Date of birth, photographs, PNC ID.	To resolve Exception cases.	
Firearms Licensing database	Names, addresses, type of licence issued.	Issue of authorities under Firearms Acts.	
FOI case Register	Database holding a record of Freedom of Information cases received by the department.	To enable the tracking, monitoring and analysing of all Freedom of Information cases received by the department.	
FRS	Flexible Reporting System.	Management Information.	
FRS (Facial Recognition System)	Biometric facial images together with basic biographical details of subjects.	Fraud Investigation.	
G6 G7 Talent Management Process Information	Progress reports to the HOB and related Programme Boards.	Monitor talent management process.	
Gateway Reviewer Details	Gateway Reviewer Application Forms and CVs that contain contact details, career histories and potentially NI Numbers.	To appoint individual Reviewers to Review Teams.	
GBIQ	Address Data.	Check whereabouts of applicants.	
GLOBE	Basic personal details together with passport number, qualification details etc.	Records the consideration and decision making process of work permit applications. Used by SLU in assessing potential sponsors.	
GPC statements	Name, credit card details, business address.	Held for audit purposes and for answering PQ's and FOI's.	
Group Risk Register	A record of risks detailing dates, ownership, RAG status/rating and mitigating actions agreed, register is refreshed monthly.	To provide central record of group risks.	

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HMIC Personnel Database	HMIC staff or secondees' personal information.	Staff and organisational management.	
HOPG Strategy Team Database	The database combines information from other HO / OGC sources on estates.	To inform strategy planning of type HO Family's estate.	
HQ HR Data manipulation Access database	Information extracted from Adelphi and used to manipulate it into the required data sets.	Provide HR staffing information for Senior Leaders (HOB), and for internal and external reports. External e.g. Cabinet Office and ONS.	
HR Business Partner Database	Disciplinary data on employees (warning/dismissals etc).	To record disciplinary information on employees.	
HR Database	Personal data, post data, position data and pay data.	Used to record and report on staff information and also to pay staff.	
HR Directorate Budget Models	Excel spreadsheets showing budget forecasts in each HR Unit, consolidated at 2 levels. Some of them include monthly pay costs of individual staff.	To manage the HR Directorate Budget and show present and forecast financial position.	
HR Pay and Contact Centre Database	employee details, e.g. name, NI number, work phone, location and nature of query or transaction. Also contains resolution data.	Management and tracking of core HO employee's HR queries and transactions; production of service MI.	
HR Recruitment and Redeployment database	Personal Information e.g. name, NI number and statistical data.	To record and monitor data relating to recruitment campaigns, pre-appointment checks and redeployment of staff.	
ID card system	Home office ID card system.	Home Office ID card system for staff passes.	
Idealist System database	Names, addresses, Date of birth, types of animals experiments and severity limits.	Record of personal details of animals licence applicants and related data.	
IDIS/GENIE	Personal details of applicants, photographs, case type and outcome.	To produce UKRP vignettes for casework.	
Immigration Casework Analysis System (ICAS)	Administrative data extracted from various UKBA systems, including biographical details where necessary.	Statistical and data quality analysis in preparation for publication of statistics.	
Immigration Research and Statistics Enquiry Database	Details of enquiries made, the response given and contact details for the enquirer, including name, address, phone number and/or e mail address.	Management information analysis and reference regarding enquiries dealt with by staff in IRS.	
Independent Complaints Mediator	Applicants Name, addresses, Date of birth, NI Number, Passport numbers and PNC information.	To resolve complaint cases.	
Information created by Crime and Drugs Resources Unit	Information created by Crime and Drugs Resources Unit to support delivery of Crime and Drugs Strategy Directorate Objectives, including the Unit's Business Plan.	To support delivery of Crime and Drugs Strategy Directorate Objectives.	
IPS CSS Sample Extract	Extract of demographic and contact details of c.7,500 people who have had passports issued within the 4 weeks prior to the extract.	Telephone interviews are undertaken by a commissioned research agency with a selection of the contacts provided to determine their levels of satisfaction with the service.	
IPS database of ACFs/ACFMqualified staff	Database relating to names and dates of birth for IPS staff who have been successful in fraud accreditation courses.	Professional accreditation.	
IPS Security Check Lists	Information regarding Staff Security Check Dates.	Management information for Clearance Dates.	
IWCPU Database	Employer and employee information for illegal working.	For caseworkers to progress civil penalty claims against employers.	

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Key contact details for Passport Validation Service/Omnibase customers (both Private and Public Sector)	Name, work phone number, work email address.	To enable the Account Management Team to maintain effective stakeholder management with key contacts within customer organisations.	
Labour Force Survey (LFS) Data	Labour Force Survey data on the socio-economic characteristics of the population.	Analysis of the labour market and socio-economic characteristics of the population.	
Learning management system	Name, NI number, courses attended.	Used to record and report on training information.	
Licence application records	Names, addresses, Date of birth, etc.	Application purposes.	
Local HOSDB staff details and LandD database	Staff details.	Staff details for purposes of contact in case of emergency, employment history at HOSDB and learning and development records.	
Manual (Part of CRB Exceptions Team)	Applicants application form ,conviction details PNC ID, Local police force details.	To aid the production of manual disclosures.	
Staff gym membership databases and paper membership records	Contact details and Date of birth. Membership record including start date and expiry date, membership type and method of payment.	Storing membership records of members of staff gym.	
Merlin database and CDs	HO Accounting Data (BASS) pre-May 2004.	PQs, FOIs, HMRC queries, back-up.	
Metastorm BPM.	Employer, company and migrant information.	Casework consideration and recording of issue of CoS.	
Monthly Payroll Costing Data		To enable monitoring by Head of Units.	
MPs Hotline Database	Names and contact numbers of MPs and their staff.	To maintain a record of conversations with MPs and their staff, and any action taken as a result (UKBA).	
Mutual legal assistance and extradition requests	Paper and IT Records.	To fulfil the Secretary of State's statutory responsibilities in respect of mutual legal assistance and extradition.	
NODE	Address, target time and date, officers on visit, outcome of visit and debrief notes.	To store information on police callouts and all visits including prison visits.	
Offenders Index extract	Name, Date of birth, Criminal records.	For the purpose of Analysis.	
OmniBase	Photograph, signature surname, forename, Date of birth, and other information contained in the Passport and application.	To provide Immigration Officers with details of UK Passports .	
Overtime claim forms for Private Office	Name and NI number.	Held for audit purposes/checking	
PACS - passport application and complaints system	Personal customer data including name and address. Personal data held electronically but not transferable and no removable media.	Customer data for tracking and responding to customer complaints and correspondence.	
PASS - passport application system	Personal data including name, address, date of birth.	Personal data of customers held for application and provision of passport process.	
Passenger movement information and border agency watch lists	Passenger travel document information (TDI) and some booking information (OPI), watch list extracts and Service Information (SI).	To check passengers travelling to and from the UK against border agency watch lists.	
Pay Award Database	Staff data.	To calculate annual pay award increases for staff.	
Pay extract data	Name, NI number, grade, pay info, address.	To enable checking of extract information and then posting to HOPS via Webshare.	
Pay monitoring data	Name, grade, NI number and details of pay query/change.	To enable volume of pay queries and transactions to be controlled and planned and to monitor response times to SLA measures.	
Payroll Data	Personal and financial.	Calculation and reporting of monthly pay for Home Office, Prison Service and NDPB staff.	
Pensions Administration	Personal, financial and employment.	Calculation and communication of Pensions awards.	
Pensions Data and Information exchange	Personal, financial and employment.	Communication of Pensions Data.	
Personal details for recruitment purposes	Information is kept regarding dates of birth, full names and copies of passports.	In order to recruit contract and agency staff to the programme we keep personal information to send someone through security clearance processes.	

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Personal details of asylum support		Gives up to date information of asylum seekers' support.	
Personal Information relating to staff who use the Home Office Childcare Voucher Scheme	Name, NI Number and the amount that the member of staff wants to take in the form of Childcare Vouchers.	To check the eligibility of new joiners to the scheme and monitor take up	
Personal information sent by those making subject information requests to the Home Office	Examples: written request for information bearing home address, cheques, driving licenses, passports, utility bills.	To verify that those making subject access requests are who they claim to be.	
Personnel Files, Sick Absence Records, Job applications and Security questionnaires	Personal details including name, address, Date of birth, NI number, telephone numbers, employment records, medical records.	Personnel records/Management Information.	
PNC data extract	Individual Characteristics and criminal record	For the purpose of Analysis.	
PNC data on mobile phone theft in London	Data on theft of mobile phones in London since 2001 by month and borough.	To complete a short term (now finished) project on the effectiveness of the mobile phone blocking system.	
Police Grant and Pensions	Policy formation for police funding and police pensions.	Inform police pay.	
Police Injury Benefits data	Name, Date of birth, Individual characteristics, injury details, Circumstances of injury, Injury pension award.	For the purpose of Analysis.	
Police Productivity Data	Combination of Police ABC data and detections data - cross force comparison of results.	Analysis of relative productivity between forces.	
Positive Futures contacts database	Project manager's names, project's addresses, project's phone numbers, fax numbers, email addresses and mobile numbers for managers.	Contains contact details on all Positive Futures managers.	
Pre-Employment Check Data Base	Information regarding staff pre-employment checking.	Management information for pre employment checks.	
Pre-Employment Check Interim Database	Access database.	Pre-employment checks including right to work in the UK.	
Private Office Staff information for Business Continuity Plan	Name, phone numbers, NI number, date of birth, security clearance level.	Held for business continuity purposes.	
Return of Procedures database	Names, addresses, numbers of animals used in scientific procedures.	Compilation of annual statistics.	
RGS Quarterly reports / SLAs/Plans and operating review information	Quarterly reports and plans for the unit measuring performance.	Performance Management.	
RMSys	Database that holds the metadata of all HO physical files, up to and including, TOP SECRET. All titles however are at RESTRICTED level to allow viewing via POISE.	Registering and subsequent tracking of all physical files.	
Royal Statistical Society/ British Society of Criminology members	Personal details of HO/MoJ staff who are participating in HO discounted membership scheme.	The material is held in hard copy and electronically. It is needed to keep a record of the current number and names of people actively involved in the scheme. This will influence the amount paid to the societies.	
SAWS	Microsoft Access database.	To record the production of Seasonal Agricultural Workers documentation by the 9 approved companies under contract to the UKBA.	

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SCS Database (Excel and Access)	Personal details, performance management and salary information.	To track movements of individuals, monitor career and pay history of individual SCS members.	
Section 26 Database	A central electronic database of all requests and authorisations for overseas deployments of police officers and staff from forces in England and Wales (made under section 26 of the 1996 Police Act) for the purpose of providing advice and assistance to others.	Primarily for the storage of key details for each section 26 overseas deployment. Information includes names of officers/police staff, force, date of section 26 letter of authorisation, dates of overseas deployment, country to be visited and purpose of visit.	
Security Clearance databases	Names, addresses, postcodes, telephone numbers, Date of birth, NI NO, Passport no., Criminal conviction declaration forms (CCDF), level of security clearance and expiry date details.	Monitoring security clearances for all HOIT staff, ATOS and Fujitsu.	
Security ID Card Database	Personal details	To record Security ID cards produced	
Security Personnel Records (a subset of this asset register are held as electronic records)	Database holding personal information.	National Security vetting.	
Security questionnaires, Basic check verification forms, Copies of personal documents	Security questionnaires, Basic check verification forms, Copies of personal documents.	Security Clearance verification.	
Sensitive Cases Database	Applicants Name, addresses, DoB, change of name deed, conviction details, PNCID, employer details.	To resolve sensitive cases	
Semaphore -(now called e-borders)	Passenger details.	Details of passenger movements across borders.	
Senior Appointments Panel database ("CORD")	Personal information about ACPO officers.	For the work of the Senior Appointments Panel.	
Single extract of 12 months FCO (BRIT and Genie 1 and WW) passport data	Access database and raw text files.	Baseline data to support study assessment of options for provision of passport services overseas under the IPS/FCO Integration study.	
SMART - Stakeholder Management and Relationships Tool	Name / Address / Contact details incl name of organisation / notes on previous contact with stakeholders and details of communications sent.	To share information on external stakeholders with colleagues across the Home Office and MoJ	
SMUT (Sponsor Management Unit Tracking)	Details of employers, colleges and case details plus names of staff involved on the case.	Case workflow management.	
SPECTRUM Membership	Membership database for staff.	Spectrum is the Home Office network for lesbian, gay, bisexual and trans members of staff	
SRG - RDS Training and Personnel staff database 2 various databases containing details of applicants for	Personal details of staff and external applicants. Includes NI numbers, names, Date of birth, addresses.	1 To generate management information on training provided to staff, membership of professional bodies and groups 2 To manage information for candidate response and results of assessment processes.	

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SRG Procurement Management Information	A record or research contracts awarded in HO and MoJ.	To aid management information and contract management.	
Status checks	Sensitive Personal Data.	Pre-employment checks.	
SunSystem	Accounting Systems.	All financial accounting transactions.	
Taser Force Medical Examiner Forms	Collection of forms containing a summary of the medical assessment of persons who have been subjected to a TASER firing or drive stun.	Coordination for passing on to Independent medical panel together with statistics and details of taser use in the UK.	
Training Course Application Forms	Personal details - name, work address + contacts; course requires; LM details.	For staff to apply for training courses within CLD.	
Trillium	Personal and case details.	Data is collected from CID, ASYS and FTS, information is then taken from these sources and forms the case owner sheets.	
Velocity	Access control to 2MS buildings, names of staff and dates of birth/NI numbers and photos.	Access control confirmation.	
Verint (call recording)	Voice recordings of telephone conversations where details of multiple applicants could be discussed.	Quality checking and audit trail of conversations with MPs and MPs Hotline staff. CHECK THIS	
VFS - (a) Visa application tracking system (b) Visa appointment booking system	Name, Date of Birth, Gender, Nationality, Passport Number, Type of Visa Applied For, Documents submitted.	VACAPPs enables the tracking of visa applications made through Commercial Partners, while VABS/IBS support the booking of appointments.	
Website webmaster requests	Requests for changes/information on the Home Office websites.	Record of changes, corresponding with requesters, tracing inappropriate correspondence.	
Whole System Model Data Set	Collection of information used to populate the Whole System Model which covers all of Home Office business plus some MoJ and external business areas of key relevance to Home Office Business. It includes information on Identity, Migration, Drug Treatment.	To populate the Whole System Model in order to illustrate how Home Office Businesses connect to each other and inform assessment of how changes in parts of the system can impact on others. A System Dynamics approach is used.	
"Who's Who" (section of the IPS intranet)	Name, Job title, internal phone number, fax, email and photo (optional).	Contact info for employees.	
WICU	Immigration / Personal history.	To conduct checks on adverse immigration history.	
Workers registration scheme information	Check conducted to provide details of employment status for Euro applicants.	To provide information from the WRS database to assist in Euro applications.	