

Scottish Ambulance Service Information Assets Register.

This Information Asset Register is a catalogue of the Scottish Ambulance Service's **unpublished** information assets that anyone can access in order to identify;

- what information the organisation holds
- how useful that information is, and
- a contact point to whom requests for the underlying information may be made; **requests would be subject to the Freedom Of Information (Scotland) Act 2002 provisions.**

A **published** asset is any information that is published routinely (via our web site) and updated as required. In the case of the Scottish Ambulance Service the only published material are Board minutes and papers listed on the our website <http://www.scottishambulance.com>

It is important to note that the Information Asset Register will **not** provide direct access to the information listed but is a means of alerting you to the existence of the types unpublished information available and whom to contact.

To make a request for information see the contact details on the individual register item.

Information Asset Registration Number (AIRN)	Information Asset Title – Issue 1 February 2010	Comment/Note
SAS01-001	Annual Health Plans	
SAS01-002	Corporate Demographics	
SAS01-003	Corporate Strategies	
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SAS01-005	Corporate Policies (various)	
SAS01-006	Air Ambulance Re- Procurement Project Board Minutes/Papers*	
SAS01-007	Defibrillator Re-Procurement Project Board Minutes/Papers*	
SAS01-008	Swine Flu (H1N1) Contingency Plan	
SAS01-009	Data Back-Up and Transfer Policy	
SAS01-010	ICT Security Policy Manual	
SAS01-011	SAS Miscellaneous Project Boards Meetings – Minutes/Papers*	
SAS01-012	End Of Life Care Plan	
SAS01-013	New Ways Of Clinical Working Group Minutes/Papers	
SAS01-014	Business Continuity Plans*	
SAS01-015	SAS Senior Management Team Meetings – Minutes/Papers*	
SAS01-016	Various Governance Committees Meetings – Minutes/Papers*	
SAS01-017	Patient Focus Public Involvement meetings – Minutes/Papers*	
SAS01-018	Patient Activity Statistics – 999/ Urgent Service#	
SAS01-019	Patient Activity Statistics – Patient Transport Service#	
SAS01-020	Patient Activity statistics – Air Ambulance Service by type	
SAS01-021	Patient Activity Statistics – 999 calls by type/location*	
SAS01-022	Patient Activity Statistics - Urgent calls by type/location*	
SAS01-023	Patient Activity Statistics – Category A calls #	
SAS01-024	Patient Activity Statistics – Category B calls #	
SAS01-025	Patient Activity Statistics – Category C calls #	
SAS01-026	Call Response Time Statistics – Category A calls	
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SAS01-029	Call Response Time Statistics – Air Ambulance Service	
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SAS01-031	SAS Employee Statistics – Numbers/Geographical Dispersal	
SAS01-032	SAS Employee Statistics – Sickness absence data	
SAS01-033	SAS Fleet Information/Statistics*	
SAS01-034	SAS National Internal Bulletins	
SAS01-035	SAS Annual Reports	
SAS01-036	SAS Internal Reports*	
SAS01-037	Internal Audit Reports*	
SAS01-038	External Audit Reports*	
SAS01-039	Complaints Statistics*	
SAS01-040	Clinical Performance Statistics*	
SAS01-041	Clinical Activity Statistics*	
SAS01-042	Health & Safety - Infection Control Status Reports	
SAS01-043	Health & Safety -Violence to staff Statistics#	
SAS01-044	Health & Safety - Incident Reporting Statistics#	
SAS01-045	Health & Safety - Health and Safety Audits	
SAS01-046	Health & Safety - Asbestos Register	

* Some information may be restricted or require to have some text excluded or redacted before publication for security reasons or because of confidential content. Under these conditions Freedom Of Information (Scotland) Act and Data Protection Act exclusions will apply.

Anonymised data only

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Annual Health Plans	
Information Asset Register Number (IARN)	SAS01-001	
Identifier:	Scottish Ambulance Service Health Plan	
Description:	Contains strategic level information relating to the Service's future plans	
Subject:	Profiles strategy in all relevant Service areas	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Annually	
Date Modified:	Varies	
Source:	Varies according to content of Health Plan	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Corporate Affairs Manager	
Publisher:	Corporate Affairs Department	
Rights:	Unclassified Document – no access issues	
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Corporate Demographics	
Information Asset Register Number (IARN)	SAS01-002	
Identifier:	Demographic information relating to the Scottish Ambulance Service Structure	
Description:	Demographic Information relating to the Scottish Ambulance Service e.g. the number of staff/ vehicles/property locations etc within the organisation	This information is not in a standardised format. Requestor to stipulate information required
Subject:	Numbers of staff, vehicles, stations, locations etc	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	As required	
Date Modified:	Varies	
Source:	Varies	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Varies	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Corporate Strategies	
Information Asset Register Number (IARN)	SAS01-003	
Identifier:	A range of corporate strategies relating to the future direction of the Scottish Ambulance Service	See also Health Plan (SAS01-001) for specific strategies
Description:	Strategy documents covering key aspects of the delivery of Accident/Emergency and Patient Transport Services	
Subject:	Various	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	As required	
Date Modified:	Varies	
Source:	Planning & Performance Unit	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Planning & Performance Unit & Others	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Internal (Departmental) Strategies	
Information Asset Register Number (IARN)	SAS01-004	
Identifier:	A range of strategies relating to the future direction of departments or services within the Scottish Ambulance Service	Persons requesting information will need to be specific as which area of service activity they are referring to
Description:	Strategy documents developed by individual departments within the Scottish Ambulance Service and will cover most aspects of the delivery of Accident/Emergency and Patient Transport Services	Departmental strategies generally apply to the "local" application of a national strategy
Subject:	Various	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	As required	
Date Modified:	Varies	
Source:	Individual Departments e.g. Fleet, Procurement etc.	
Format:	Microsoft Word; Excel; CD.	
Language:	English	
Author:	Variable	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

Scottish Ambulance Service (SAS) Information Asset Register Issue 1 November 2009

Asset Heading	Corporate Information	Comment
Asset Title	Corporate Policies	
Information Asset Register Number (IARN)	SAS01-005	
Identifier:	A range of policies relating to the conduct of the Scottish Ambulance Service in many areas of Service activity	Persons requesting information on policy matters will need to be specific as which area of service policy they are referring to
Description:	<p>Policy documents are developed by individual departments within the Scottish Ambulance Service and will cover most aspects of Service delivery. E.g.</p> <ul style="list-style-type: none"> • Health and Safety • Personnel issues, • Confidentiality • Information Security 	
Subject:	Various	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Varies on subject	
Date Modified:	Varies	
Source:	Varies	
Format:	Microsoft Word; Excel; CD.	
Language:	English	
Author:	Varies	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact:	<p>Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000</p> <p>E;mail; scotambcomments@scottishambulance.com</p>	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Air Ambulance Service Re-Procurement Project Board Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-006	
Identifier:	Air Ambulance Service Re-Procurement Project Board Meetings.	
Description:	Minutes of meetings and background papers submitted for Air Ambulance Service Project Board Meetings	
Subject:	Various Topics within this remit	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	Varies by meeting	
Date Modified:	N/A	
Source:	Project Board Chair	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Project Board Chair	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – but commercial confidentiality limitations may be applied on some information	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Defibrillator Re-Procurement Project Board Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-007	
Identifier:	Defibrillator Re-Procurement Project Board Meetings.	
Description:	Minutes of meetings and background papers submitted for Defibrillator Re-Procurement Project Board Meetings	
Subject:	Various Topics within this remit	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	Varies by meeting	
Date Modified:	N/A	
Source:	Project Board Chair	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Project Board Chair	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – but commercial confidentiality limitations may be applied on some information	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Pandemic Outbreak Plan	
Information Asset Register Number (IARN)	SAS01-008	
Identifier:	Pandemic Outbreak Plans	
Description:	General Information relating to the Scottish Ambulance Services' contingency plans for dealing with Pandemic outbreaks (e.g. Swine Flu)	
Subject:	Pandemic Outbreak Plans	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	As Required	
Date Modified:	N/A	
Source:	Corporate Affairs Department	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Varies	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail: scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Data Back-up and Transfer Policy For Commercial Supplier Involvement	
Information Asset Register Number (IARN)	SAS01-009	
Identifier:	Data Transfer Security Policy	
Description:	Procedures to adopted when personal data needs to be passed to commercial organisations providing services to the Scottish Ambulance Service.	Project Boards exist on all major redesign/ development or procurement projects within the Scottish Ambulance Service
Subject:	Information Security	
Coverage:	Scotland	
Date:	July 2008	
Updating Frequency:	Annually	
Date Modified:	May 2009	
Source:	ICT Department	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Network Security Manager	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service ICT Security Policy	
Information Asset Register Number (IARN)	SAS01-010	
Identifier:	Information Technology Security Policy	
Description:	Policy relating to all aspects of Information Security procedures across all areas of Service technology.	Project Boards exist on all major redesign/ development or procurement projects within the Scottish Ambulance Service
Subject:	Information Technology Security Procedures	
Coverage:	Scotland	
Date:	September 2008	
Updating Frequency:	Annually	
Date Modified:		
Source:	ICT Department	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	General Manager ICT	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Miscellaneous Project Boards Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-011	
Identifier:	Minutes from meetings and Papers provided for background information for miscellaneous Project Board Meetings	
Description:	Minutes/Papers from topics discussed at Scottish Ambulance Service Project Board Meetings	Project Boards exist on all major redesign/ development or procurement projects within the Scottish Ambulance Service
Subject:	Varies according to project	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Project Board/Team Members/Others	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Project Board/Team Members/Others	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service End Of Life Care Plan	
Information Asset Register Number (IARN)	SAS01-012	
Identifier:	End Of Life Care Plan	
Description:	The care plan provides practical advice to ambulance staff for when they are managing/transporting palliative care patients	
Subject:	Palliative care	
Coverage:	Scotland	
Date:	August 2008	
Updating Frequency:	As required	
Date Modified:	N/A	
Source:	Clinical Performance Manager	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Clinical Performance Manager	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service New Ways Of Clinical Working Group Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-013	
Identifier:	New Ways Of Clinical Working	
Description:	Minutes from meetings and papers provided as background information for topics discussed at the New Ways Of Clinical Working Group.	
Subject:	Various clinical Topics	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	Varies by meeting	
Date Modified:	N/A	
Source:	Group Chair	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Varies	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Business Continuity Plans	
Information Asset Register Number (IARN)	SAS01-014	
Identifier:	Business Continuity Planning	
Description:	Information relating to disaster recovery and business continuity	
Subject:	Business Continuity	
Coverage:	Scotland	
Date:	Varies by department	
Updating Frequency:	As required	
Date Modified:	Varies by department	
Source:	Various	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Various	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – some material may be withheld for security reasons	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Senior Management Team Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-015	
Identifier:	Senior Management Team Meetings	
Description:	Papers/Minutes from Scottish Ambulance Service Senior Management Team Meetings	The Scottish Ambulance Service have a number of governance committees e.g. Staff, Clinical & Information Governance etc.
Subject:	Various Operational Topics	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Various	
Format:	Microsoft Word; Excel; CD.	
Language:	English	
Author:	Various	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

Scottish Ambulance Service (SAS) Information Asset Register Issue 1 November 2009

Asset Heading	Corporate Information	Comment
Asset Title	Various Scottish Ambulance Service Governance Committee Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-016	
Identifier:	Minutes of Scottish Ambulance Service Governance Committee Meetings	
Description:	Papers/Minutes of the Various Scottish Ambulance Service Governance Committee Meetings e.g. <ul style="list-style-type: none"> • Clinical Governance • Information Governance • Staff Governance 	
Subject:	Various Topics within the overnance committee remit	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Governance Committee Chair	
Format:	Microsoft Word; Excel; CD.	
Language:	English	
Author:	Governance Committee Chair	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – but may include material of a confidential nature	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Focus /Public Involvement Committee Meetings – Minutes/Papers	
Information Asset Register Number (IARN)	SAS01-017	
Identifier:	Patient Focus-Public Involvement Committee Meetings	
Description:	Minutes and background papers for the Scottish Ambulance Service Patient Focus-Public Involvement Committee Meetings	
Subject:	Various Topics within the committee remit	
Coverage:	Scotland	
Date:	Varies by meeting	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Committee Chair	
Format:	Microsoft Word; Excel: CD.	
Language:	English	
Author:	Committee Chair	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified – no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – 999/Urgent Service	
Information Asset Register Number (IARN)	SAS01-018	
Identifier:	999 and Urgent Service statistics for the Scottish Ambulance Service	
Description:	Range of statistical data relating to 999 calls or urgent requests received by the Scottish Ambulance Service	
Subject:	999 calls and Urgent Admission statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1 November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Patient Transport Service	
Information Asset Register Number (IARN)	SAS01-019	
Identifier:	Patient Transport (Non-Emergency) Service statistics for the Scottish Ambulance Service	
Description:	Range of statistical data relating to the Scottish Ambulance Service Patient Transport (Non-Emergency) Service requests received by the Scottish Ambulance Service	
Subject:	Non Emergency Patient Transport Statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Area Service Offices (Journey Planning Departments)	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Air Ambulance Service	
Information Asset Register Number (IARN)	SAS01-020	
Identifier:	Air Ambulance Service statistics for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Air Ambulance Service requests received by the Scottish Ambulance Service	
Subject:	Air Ambulance Service Statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres/Air Ambulance Unit	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – 999 Calls by Type/Location	
Information Asset Register Number (IARN)	SAS01-021	
Identifier:	999 Calls by Type/Location for the Scottish Ambulance Service	
Description:	Range of statistical data relating to the type, location and number of 999 calls (e.g. Road Traffic Accidents, Heart Attacks etc.) received by the Scottish Ambulance Service	
Subject:	999 calls Statistics by type/location	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Urgent Calls by Type/Location	
Information Asset Register Number (IARN)	SAS01-022	
Identifier:	Urgent Calls by Type/Location for the Scottish Ambulance Service	
Description:	Range of statistical data relating to the type, location and number of urgent calls (e.g. hospital admissions) received by the Scottish Ambulance Service	
Subject:	Urgent calls Statistics by type/location	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Category A Calls	
Information Asset Register Number (IARN)	SAS01-023	
Identifier:	Category A Calls activity for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category A calls activity across the Scottish Ambulance Service area of operations	
Subject:	Category A activity statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Category B Calls	
Information Asset Register Number (IARN)	SAS01-024	
Identifier:	Category B Calls activity for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category B calls activity across the Scottish Ambulance Service area of operations	
Subject:	Category B call activity statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Patient Activity Statistics – Category C Calls	
Information Asset Register Number (IARN)	SAS01-025	
Identifier:	Category C Calls activity for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category C calls activity across the Scottish Ambulance Service area of operations	
Subject:	Category C call activity statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Call Response Times Statistics – Category A Calls	
Information Asset Register Number (IARN)	SAS01-026	
Identifier:	Category A Calls Response times for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category A call response times across the Scottish Ambulance Service area of operations	
Subject:	Category A call response time statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Call Response Times Statistics – Category B Calls	
Information Asset Register Number (IARN)	SAS01-027	
Identifier:	Category B Calls Response times for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category B call response times across the Scottish Ambulance Service area of operations	
Subject:	Category B call response time statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Call Response Times Statistics – Category C Calls	
Information Asset Register Number (IARN)	SAS01-028	
Identifier:	Category C Calls Response times for the Scottish Ambulance Service	
Description:	Range of statistical data relating to Category A call response times across the Scottish Ambulance Service area of operations	
Subject:	Category C call response time statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Call Response Times Statistics – Air Ambulance Service	
Information Asset Register Number (IARN)	SAS01-029	
Identifier:	Response times for the Scottish Air Ambulance Service	
Description:	Range of statistical data relating to call response times of the Air Ambulance Service across the Scottish Ambulance Service area of operations	
Subject:	Air Ambulance Service call response time statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Emergency Medical Dispatch Centres	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit/Air Ambulance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail: scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Call Response Times Statistics – Patient Transport Service	
Information Asset Register Number (IARN)	SAS01-030	
Identifier:	Response times for the Scottish Ambulance Service Patient Transport (Non- Emergency) Service	
Description:	Range of statistical data relating to response times for the Patient Transport Service across the Scottish Ambulance Service area of operations	
Subject:	Patient Transport Service response time statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Area Service Offices/Journey Planning Departments	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning and Performance Unit	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Employee Statistics – Numbers/Geographical Dispersal	
Information Asset Register Number (IARN)	SAS01-031	
Identifier:	Employee Statistics	
Description:	Range of statistical data relating to employee numbers, role and locations across the Scottish Ambulance Service area of operations	
Subject:	Employee Statistics	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	N/A	
Date Modified:	N/A	
Source:	Human Resources Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Human Resources Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail: scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Employee Statistics – Sickness Absence	
Information Asset Register Number (IARN)	SAS01-032	
Identifier:	Employee Statistics	
Description:	Range of statistical data relating to employee sickness absence across the Scottish Ambulance Service area of operations	
Subject:	Employee Statistics	
Coverage:	Scotland	
Date:	N/A	
Updating Frequency:	On-going	
Date Modified:	N/A	
Source:	Human Resources Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Human Resources Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only available	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Fleet Information/Statistics	
Information Asset Register Number (IARN)	SAS01-033	
Identifier:	Fleet Information/Statistics	
Description:	Range of statistical data relating to the Scottish Ambulance Service fleet of vehicles	
Subject:	Vehicle & Fleet Statistics	
Coverage:	Scotland	
Date:	N/A	
Updating Frequency:	On-going	
Date Modified:	N/A	
Source:	Fleet Services Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Fleet Services Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service National (Internal) Bulletins	
Information Asset Register Number (IARN)	SAS01-034	
Identifier:	National (Internal) Bulletins	
Description:	Bulletins containing a diverse range of news/procedures/policies or information for Scottish Ambulance Service staff	
Subject:	Employee Information	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	Variable	
Date Modified:	N/A	
Source:	Corporate Affairs Department/Other Departments	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Varies	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Annual Reports	
Information Asset Register Number (IARN)	SAS01-035	
Identifier:	Annual Reports	
Description:	Annual reports contain information relating to the progress and demographics of the organisation in a given financial year	
Subject:	Annual Reports	
Coverage:	Scotland	
Date:	Annually – September	
Updating Frequency:	Annually – September	
Date Modified:	N/A	
Source:	Corporate Affairs Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Corporate Affairs Department	
Publisher:	Corporate Affairs Department	
Rights:	Unclassified	
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Internal Reports	
Information Asset Register Number (IARN)	SAS01-036	
Identifier:	Internal Reports	
Description:	Internal reports contain information relating to specifically commissioned work and will cover various topics. Most internal reports are available for general release.	
Subject:	Miscellaneous Internal Reports	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Variable	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Variable	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Internal Audit Reports	
Information Asset Register Number (IARN)	SAS01-037	
Identifier:	Internal Audit Reports	
Description:	Internal Audit reports are conducted by independent auditors who will report on a variety of issues that are important to the effective running of the Scottish Ambulance Service. These issues may range from financial effectiveness of individual departments within the Service to how the organisation deals with complaints.	
Subject:	Internal Audit Reports	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Independent Audit Agencies	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Auditors	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact:	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail: scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service External Audit Reports	
Information Asset Register Number (IARN)	SAS01-038	
Identifier:	External Audit Reports	
Description:	External Audits are conducted by agencies appointed by the Scottish Government who will report on a variety of topical and fiscal issues. These issues may range from the financial effectiveness of the organisation as a whole to how the organisation is meeting its performance targets.	
Subject:	External Audit Reports	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	External Audit Agencies	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	External Auditors	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Complaints Statistics	
Information Asset Register Number (IARN)	SAS01-039	
Identifier:	Complaints	
Description:	Statistics relating to complaints received by the Scottish Ambulance Service and would include the number and type.	
Subject:	Complaints Statistics	
Coverage:	Scotland	
Date:	Varies	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Corporate Affairs Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Corporate Affairs Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Clinical Performance Statistics	
Information Asset Register Number (IARN)	SAS01-040	
Identifier:	Clinical Performance	
Description:	A range of statistics relating to clinical performance covering topics as diverse as how many patients were administered a type of drug to how many successful defibrillations there have been across the Scottish Ambulance Service area.	
Subject:	Clinical Performance Statistics	
Coverage:	Scotland	
Date:	Patient clinical data is retained for 7 years	Clinical data may not be complete for the whole 7 year period due to organisational & technological changes.
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Planning & Performance Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning & Performance Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Clinical Activity Statistics	
Information Asset Register Number (IARN)	SAS01-041	
Identifier:	Clinical Activity	
Description:	A range of statistics relating to current and past clinical activity involving the type of clinical conditions being managed throughout the Scottish Ambulance Service area.	
Subject:	Clinical Activity Statistics	
Coverage:	Scotland	
Date:	Patient clinical data is retained for 7 years	Clinical data may not be complete for the whole 7 year period due to organisational & technological changes.
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Planning & Performance Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Planning & Performance Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Health & Safety - Infection Control reports	
Information Asset Register Number (IARN)	SAS01-042	
Identifier:	Health & Safety	
Description:	A range of statistics relating to current and past Infection Control procedures/audits and benchmarking throughout the Scottish Ambulance Service area.	
Subject:	Infection Control	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Health and Safety Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Health and Safety Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Health & Safety – Violence Towards Employees	
Information Asset Register Number (IARN)	SAS01-043	
Identifier:	Health & Safety	
Description:	A range of statistics relating to incidents of violence or aggression towards Scottish Ambulance Service employees.	
Subject:	Violence to Scottish Ambulance Service Employees	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Health and Safety Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Health and Safety Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service Health & Safety – Incident Reporting Statistics	
Information Asset Register Number (IARN)	SAS01-044	
Identifier:	Health & Safety	
Description:	A range of statistics relating to untoward incidents involving Scottish Ambulance Service employees. May include personal injury incidents or incidents involving violence or aggression to employees.	
Subject:	Untoward Incidents Involving Scottish Ambulance Service Employees	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	National Risk & Resilience Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	National Risk & Resilience Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - anonymised data only	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scottishambulance.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service - Health & Safety Audits	
Information Asset Register Number (IARN)	SAS01-045	
Identifier:	Health & Safety	
Description:	Information relating to Health & Safety Audits carried out throughout the Scottish Ambulance Service area.	
Subject:	Health and Safety Audits	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	Varies	
Date Modified:	As required	
Source:	Health and Safety Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Health and Safety Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scotamb.com	Please note that all applications for information must be in writing (e-mails are acceptable)

**Scottish Ambulance Service (SAS) Information Asset Register
Issue 1: November 2009**

Asset Heading	Corporate Information	Comment
Asset Title	Scottish Ambulance Service - Health & Safety – Asbestos Register	
Information Asset Register Number (IARN)	SAS01-046	
Identifier:	Health & Safety	
Description:	Information relating to the Scottish Ambulance Service's asbestos register.	
Subject:	Asbestos Register - Health and Safety Audits	
Coverage:	Scotland	
Date:	Variable	
Updating Frequency:	As required	
Date Modified:	As required	
Source:	Estates Department	
Format:	Microsoft Word; Excel: CD.	Other formats may be available
Language:	English	
Author:	Estates Department	
Publisher:	Corporate Affairs Department	
Rights:	Generally Unclassified - no access issues	Depending on request – some information may be restricted as exempted under Freedom Of Information (Scotland) Act or Data Protection Act
Category:	N/A	
Contact;	Corporate Affairs Manager Scottish Ambulance Service Tipperlin Rd Edinburgh EH10 5UU Tel: 0131 446 7000 E;mail; scotambcomments@scotamb.com	Please note that all applications for information must be in writing (e-mails are acceptable)