

# PIMS SCOPE STATEMENT (TIER 4)

## Document Control

Reference: GDPR REC 4.10

Issue No: 1

Issue Date: 25/05/2018

Page: 1 of 2

## 1. Purpose

The purpose of this document is to provide a record of the scope of the personal information management system (PIMS). Content within this document feeds into [GDPR DOC 1.0](#) Data Protection Policy.

This document is reviewed annually as part of a management review.

## 2. Responsibilities

- 2.1 The Head of Resources is responsible for defining the scope of the PIMS and for ensuring that it takes into account all relevant internal and external issues, and the needs and requirements of interested parties.

## 3. Scope of the personal information management system

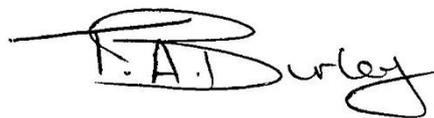
- 3.1 The scope of the Cognus personal information management system includes all personal data relating to employees, professionals with whom we engage and children and young people to whom we provide services. It includes data that falls into special categories.
- 3.2 This data is stored within Cognus offices and on laptops and portable devices used in delivery of the services.

### ***Document Owner and Approval***

The Head of Resources is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the PIMS.

A current version of this document is available to all staff members on the Intranet.

This procedure was approved by the Managing Director on 25/05/2018 and is issued on a version controlled basis under his/her signature.



Signature:

Date: 25/05/2018

### **Change History Record**

Cognus

*Restricted*

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Page: 2 of 2

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Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Managing Director	25/05/2018