



CIVIL NUCLEAR CONSTABULARY

[REDACTED]

Email: [REDACTED]

Our Ref: 2015-061

The Executive Office

Civil Nuclear Constabulary
Building F6 Culham Science Centre
Abingdon
Oxon
OX14 3DB

Tel: 01235 466428

Website: <https://www.gov.uk/government/organisations/civil-nuclear-constabulary>

Dear [REDACTED]

I am writing in response to your request for information regarding the below received on 26 June 2015. Your request has been handled under Section 1(1) of the Freedom of Information Act 2000. In accordance with Section 1(1)(a) of the Act I hereby confirm that the CNC/CNPA does hold information of the type specified.

Please can I have a list of every database your authority holds alongside a description of what the database is?

System Name	Description
Abbreviations	Abbreviations and Glossary accessed via intranet portal
ACPO Actions	Trackit application to manage actions arising from ACPO daily meetings. Accessible by All Staff but actions only visible to central team and action owner/assignee.
ACPO Movements	group diary - full name Constabulary ACPO Movements
ACPO Secretariat Current	Document store for use by ACPO Sec team
Airwave Change Control	change control info
Airwave Project Issues	project issues register
Airwave Project Library	web document library
Airwave Training Records Database v1	Training Records of Operational Unit/Escort/TRG Officers
Archive CNC Secretariat 2003-2009	
Archive (Constabulary Helpdesk)	EHD suite
BCU Audit Trackit	Used for monitoring local inspection and audit activity conducted within the CNC. Recommendations are documented in the database and assigned to an individual to complete the necessary action.
Business Director Actions	Action tracker for the Business Director

Centurion	Case management application in use by Professional Standards Department.
Chronicle - Firearms Records Management	
CLD Resources	Database for CLD resources including Vehicles and Equipment
CLD Training Course Nominations	Document storage database. Accessible to CLD Training Course Nominations Editors and Reader groups.
CNC Archived Documents (DNE)	archive
CNC Audit Trackit	Action tracking database for outputs from a variety of audits.
CNC BCU North PCCC Supervisor	Formerly BCU North Silver - movements diary
CNC Chat log: Archived	Lotus Notes Online Chat Log
CNC Doc Storage	document store
CNC EHDHR Archive	helpdesk suite
CNC EHDHR Caller Profiles	helpdesk suite
CNC EHDHR Desktop	helpdesk suite
CNC EHDHR Experts	helpdesk suite
CNC EHDHR Help	helpdesk suite
CNC EHDHR Incoming Email	helpdesk suite
CNC EHDHR Infobase	helpdesk suite
CNC EHDHR Intranet Portal	helpdesk suite
CNC EHDHR Knowledge	helpdesk suite
CNC EHDHR Surveys	helpdesk suite
CNC EHDHR Transactions	helpdesk suite
CNC Firearms Training	Document database. Access controlled via three Notes Groups: CNC Firearms Training Admin, Editors and Readers.
CNC Health and Safety Department Archive	Document store
CNC HR Helpdesk	helpdesk suite
CNC IT Learning & Development	standard discussion formerly known as CNC IT Initiatives
CNC Key Events	recording events
CNC On Call Diary	Details of on call officers
CNC Procurement Estates and Admin Group Diary	Movements db, access controlled by group Movements: CNC Procurement Estates and Admin Group Diary
CNC Secretariat 2006-2010	Doc Storage - accessible to members of Constabulary ACPOSec group
CNC System Register	system register for cnc systems/applications
CNC Telephone Directory	Constabulary Force-wide telephone directory
CNC Tracker	trackit
CNC VIMS	Vetting Information Management System
Constabulary Shared Archive	general document storage archive

Constabulary Shared Documents	Document store. Automatic archiving enabled - documents move on expiry to Constabulary Shared Archive
Controlled Documents (QSET)	QSET - Quality Management System
Corporate Services - movements diary	group diary
Crown Duty Management System	Crown Computing Ltd Duty Management System
CTSU	Standard shared area database
Culham Building Access System	
Culham Telephone mapping	Directory of Culham telephone extensions with mapping for their building/floor location, hub and JCI port mappings.
Customer Profiles (Constabulary Helpdesk)	EHD Suite
DCC Actions	Action tracker for the DCC. Accessible by groups DCC Actions - Editor and DCC Actions - Admin
Desktop (Constabulary Helpdesk)	EHD Suite
Discipline Register	Record of internal disciplinary events
Dounreay Unit Assets	Unit asset record
driving docs_d	driving documents
Driving docs_hq	driving documents
EBS suite HR Incoming Events/HR Directory Services	
EHD IT Migration Tools (Constabulary Helpdesk)	Migration application for Constabulary Helpdesk (EHD) suite
Employee's (QSET)	QSET - Quality Management System
Essential Audit (Constabulary Helpdesk)	EHD suite
Expert Directory (Constabulary Helpdesk)	EHD suite
Ext Deployment Disc	Discussion database - now unused. To be retained for review to National Archives
External Contacts Address Book	Shared address book accessible by all CNC / CNPA users to store contact information for external contacts, suppliers and stakeholders
Finance Movements Diary	group diary - full name Constabulary Finance Movements Diary
Firearms Training Shared Diary	group calendar
Greengarth Room Booking	Reservations diary. Access control via Greengarth Room Booking Editors group.
Help (Constabulary Helpdesk)	EHD suite
HQ Resources	Resources/events - full name Constabulary HQ Resources. Booking diary for loan projectors, laptops etc.
HR Incoming Events	part of cnc ehd suite
HR Movements diary	group calendars - full name Constabulary HR

HR Policy Shared Documents	Accessed by HR Policy Shared Documents Readers and Editors groups managed by Jennie Bishop.
ILS	Control Room Incident Logging System - all control room locations
Incident Management (Constabulary Helpdesk)	EHD Suite
Infobase (Constabulary Helpdesk)	EHD suite
Integrated National Competency Framework	INCF available from portal
Intranet Portal (Constabulary Helpdesk)	intranet portal for use with helpdesk system
IT Inventory Register (Constabulary Helpdesk)	EHD suite
IT Modernisation documents	Document store for secure sharing of project related documents
IT & Communications Repository	Now archived - discussion database from 2005
IT&C and CWR Movements	group movements - Movements: IT&C and CWR Movements
Knowledge Base (Constabulary Helpdesk)	knowledge base for helpdesk system
Learning & Development Documents	Standard document storage. Accessible by Learning & Development Editors group.
Manuals (QSET)	QSET - Quality Management System
Mobile Phone Management	Mobile phone management - to track equipment provision and O2 account detail, identify numbers listed with MTPAS (formerly ACCOLC) and manage O2 Bill Analyser registrations.
Obsolete Asset Register (Constabulary Helpdesk)	EHD suite
Officer	Personnel details
Operations Annual Leave	Events booking
Optio	PSD - Intelligence data
Processes & Procedures (QSET)	QSET - Quality Management System
Project Lessons Learnt	CNC lessons learnt accessed via intranet portal
Project Senate Documents	
Project Standalone risks & Issues	Document storage - now unused. To be retained for review to National Archives
QAS Name Tracer PRO	Electoral role searchable database provided for use by CCC and SB officers and staff.
QMS Support - In for Publication	Workflow application for the management of reviews of quality management documents. Accesible to members of defined QMS Support groups.
QSET Groupware V4.70.2 Help	QSET - Quality Management System
QSET Reference	QSET - Quality Management System
Risk Log	A.k.a. CNC Risk Log. Risk Management records database. Design last modified March 2008

SAP Finance	Finance management data EBP- accessed via intranet portal
SAP HR	Core HR data - accessed via intranet portal
Satisfaction Survey (Constabulary Helpdesk)	EHD suite
SB Documents	A document library for use by police staff within the SB function of the Civil Nuclear Constabulary. Access controlled via two groups -
SB Holding Database	Document storage database accessible by specified members of SB HQ.
SB Movements	group diary
selfaid	first aid
SELL Docs Admin	GDS
Sell Docs Archive	general document store archive
Sellafield Action Tracker	Used to allocate, monitor, report and review actions across all functional areas at the Sellafield OPU.
Sellafield Movements	group movements - full name Constabulary Sellafield Movements
SIP Documents	Discussion template
Special Branch	Document Store
SPO Governance and Assurance	Audit Trackit application. Accessible to SIP Members and SIP Readers
Standalone Change Tracking Database	Tracking - now unused. To be retained for review to National Archives
Standalone Discussion	Discussion database - now unused. To be retained for review to National Archives
Standards (QSET)	QSET - Quality Management System
Tandberg Management System	Video Conference management software. User booking portal now live
Temporary File Store	This database acts as a temporary store for large files.
Transactions Log (Constabulary Helpdesk)	EHD suite
Uniflow Print Management	Secure Print management
Web Entry Point (QSET)	QSet Groupware
Work Instructions (QSET)	QSET - Quality Management System

The Civil Nuclear Constabulary is a specialist armed police service dedicated to the civil nuclear industry, with Operational Policing Units based at 11 civil nuclear sites in England, Scotland and Wales and over 1400 police officers and staff. The Constabulary headquarters is at Culham in Oxfordshire. The civil nuclear industry forms part of the UK's critical national infrastructure and the role of the Constabulary contribute to the overall framework of national security.

The purpose of the Constabulary is to protect licensed civil nuclear sites and to safeguard nuclear material in transit. The Constabulary works in partnership with the appropriate Home Office Police Force or Police Scotland at each site. Policing services required at each site are agreed with nuclear operators in accordance with the Nuclear Industries Security Regulations 2003 and ratified by the UK regulator, the Office for Nuclear Regulation (ONR). Armed policing services are required at most civil nuclear sites in the United Kingdom. The majority of officers in the Constabulary are Authorised Firearms Officers.

The Constabulary is recognised by the Association of Chief Police Officers of England, Wales and Northern Ireland (ACPO) and the Association of Chief Police Officers in Scotland (ACPOS). Through the National Coordinated Policing Protocol, the Constabulary has established

memorandums of understanding with the local police forces at all 11 Operational Policing Units. Mutual support and assistance enable the Constabulary to maintain focus on its core role.

We take our responsibilities under the Freedom of Information Act seriously but, if you feel your request has not been properly handled or you are otherwise dissatisfied with the outcome of your request, you have the right to complain. We will investigate the matter and endeavour to reply within 3 – 6 weeks. You should write in the first instance to:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

If you are still dissatisfied following our internal review, you have the right, under section 50 of the Act, to complain directly to the Information Commissioner. Before considering your complaint, the Information Commissioner would normally expect you to have exhausted the complaints procedures provided by the CNPA.

The Information Commissioner can be contacted at:

FOI Compliance Team (complaints)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you require any further assistance in connection with this request please contact us at our address below:

Sarah Shevlin
Disclosures Officer
CNC
Culham Science Centre
Abingdon
Oxfordshire
OX14 3DB

E-mail: FOI@cnc.pnn.police.uk

Yours sincerely

Sarah Shevlin
Disclosures Officer
Civil Nuclear Constabulary