

The OPA Information Charter

The Oil and Pipelines Agency recognises that the good and secure management of information and information systems is critical to our business. We aim to ensure that the right information is available to the right people at the right time.

We have security measures in place to maintain and safeguard the confidentiality, integrity and availability of our systems and data. We aim to store, process and communicate all information in a secure manner making it readily available to authorised users.

Good practice exercised at both corporate and individual level ensures that the OPA is able:

- to function;
- to make decisions;
- to ensure and maintain accountability;
- to support compliance with information security standards and the management of risks.

This results in a more efficient business operation and improved use of resources.

You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act.

To request any of your personal information please email humanresources@oilandpipelines.com. If we do hold information about you, you can ask us to correct any mistakes by contacting us.

Freedom of Information Act and Environmental Information Regulation requests should go through our department sponsor MOD Information Rights Team email: CIO-FOI@mod.uk

The Agency has established the following information risk roles:

- A Senior Information Risk Owner (SIRO) at Board level who has taken full and effective responsibility for managing information risks within the organisation and within its delivery chains.
- Chief Information Officer (CIO) at Executive level who reports into the SIRO and Audit Committee progress on Information Risk Management.
- Information Asset Owners (IAO) at departmental level who understand what information is held, who has access, why they have access and what the information is used for.