

## Move of Access Databases



### What are we doing?

The Authority has an obligation to comply with GDPR regulations, which requires us to know what data we hold, where this data is stored, be able to retrieve, process and manage its data appropriately. To support this, we are running a programme to review the Access Databases stored on the network drives, ensure they are required and move them to a suitable location. This places the authority in a better position to tackle the constantly increasing unstructured data storage problem on file shares.

### Why is this happening?

There are 42,000 Access databases currently stored on the files shares with only 15% of these being accessed in the last year.

Our file shares storage is growing at a rate of 7TB per year. This is constantly increasing as we expand our use of IT systems, costing the authority in terms of storage, maintenance, and support. This unstructured data storage also presents the authority with a data management problem, costing the authority in terms of efficiency and ability to save, retrieve and process data, negatively affecting service delivery.

### How does this affect me?

We are giving you a three-month window starting 24<sup>th</sup> February 2020 and ending on 25<sup>th</sup> May 2020 to review the Access databases. **This window has been extended to 20 July 2020 because of COVID pressures.** If you use an Access database stored on a file share which is business critical you can complete a [move request form](#). If this database is used by more than one person, please collaborate with your colleagues and make one request only.

### How do I complete the move request form?

**1) Contact telephone number** – Your name and email address will be picked up automatically when you fill in the form but we need to know what number it is best to contact you on.

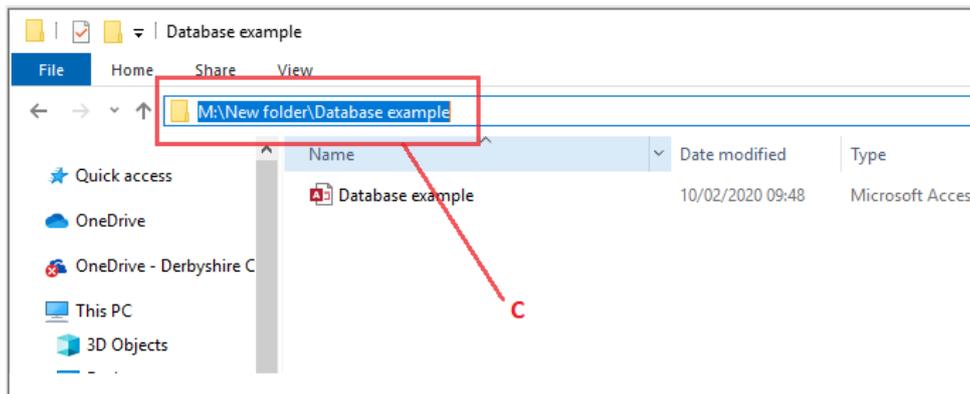
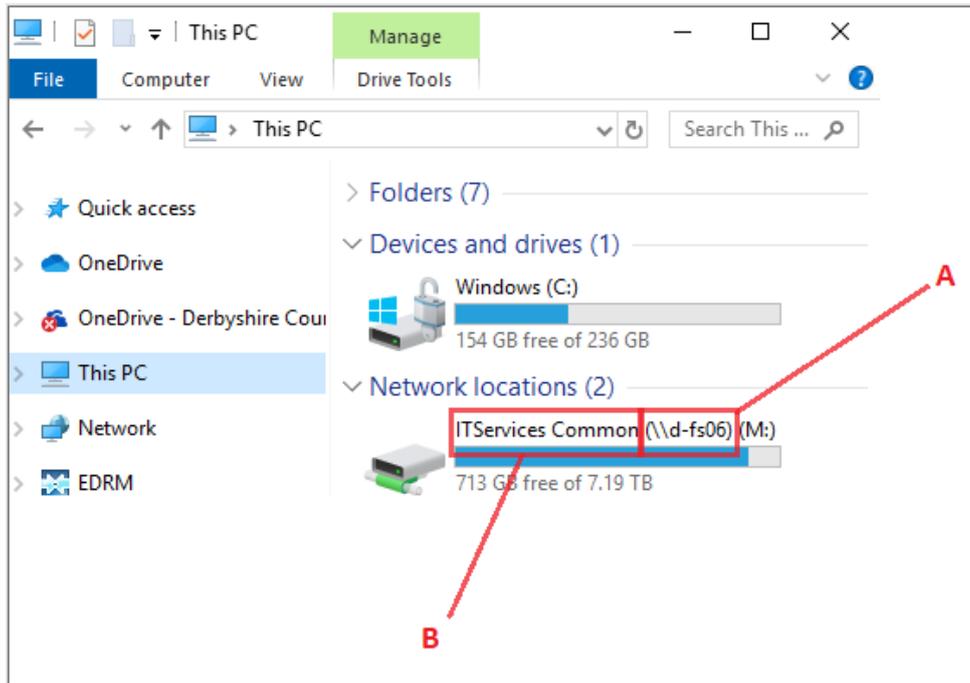
**2) Database name** – What is the current name of the database file? This needs to be accurate to ensure that we can find the right file you wish to move

**3) Where is the database saved?** – This comes in 3 parts; we need all three parts to ensure we can find your database correctly.

**A) File server** – this will start with \\D-FS\_\_ and can be found next to the top level of your network drive in brackets

**B) Network share** – this will be before the file server found again at the top level of your network drive

**C) File path** – navigate to the exact location of the file and copy and paste the file path from the top of the window



The finished file path will look something like this

\\D-FS06\ITServices Common\New folder\Database example		
A	B	C

**4) Purpose of the database** – This will give us a better idea of the information you need to store and whether we have any duplication of data.

**5) The owner of the database** – This is the person who looks after the database, creating new tables, queries, reports and ensuring it keeps working correctly.

**6) Approval** – This is the person/people who can authorise access to the database for someone new. This may or may not be the same as the owner of the database.

**7) Who needs access** – We need the names and payroll number of the team members who need access to the database. By providing payroll numbers as well as names we can ensure that the users we are adding are correct.

**8) Department** – This will help us when providing reports to the Service Relationship Managers and the Departmental Data Protection Liaison Officer.

**9) PI (Personally Identifiable) Data** – Does the database contain any personal information such as names, addresses, dates of birth? This is important in regard to GDPR.

Once we receive the form the relevant ICT team will contact you to discuss your requirements further. When the database has been moved, we will ask you to test it, and sign off the database as usable. If there are difficulties using the database following its migration, please contact your ICT Service Relationship Manager. The database can be moved back temporarily but may need modifications before the move can be attempted again.

If you no longer need your access database, you can delete this as you would any file, however please discuss with your colleagues before deleting a shared database. If you do not have the appropriate permissions to delete the file please fill in the [delete file/folder](#) request and ICT can action this for you.

### What happens next?

At the end of the three-month window, all databases on the original file shares will be moved to either: -

1. **Quarantine**, if it has been accessed within the last year
2. **Archive**, ready for deletion, if it has **NOT** been accessed within the last year.

You can request a database be moved from the quarantined area using the [move request form](#). However, if the database has not been accessed within the last year it will have been moved to an Archive, ready for deletion. It is more problematic to retrieve the database from this Archive area, and may take longer, hence it is important for you to notify us of any databases you use.

Your IT Service Relationship Manager will receive a quarterly report on the databases in your Department and be able to answer any queries you may have about the process.

### Service Relationship Managers

Adult Care	Gina Knowles	Ext 32316
Childrens Services	Chris Newton	Ext 36491
Commissioning, Communities and Policy	Richard Thorowgood	Ext 36599
Economy, Transport and Environment	Richard Thorowgood	Ext 36599

### Personal Identifiable data

If Personally Identifiable data (PI Data) is stored in the database, please contact your Departmental Data Protection Liaison Officer DDPLO (please [click here](#) to see a list of these and their contact details), to ensure this is recorded on the Authorities Information Asset Register, and the data is processed and managed appropriately, complying with GDPR guidelines.

### Data Retention

It is the responsibility of the data owner to ensure appropriate management and retention of records within the database, please [click here](#) to see guidance on this.