|  |  |
| --- | --- |
|  |  |

## Data Movement Form

|  |  |  |
| --- | --- | --- |
| Version History | | |
| Author | Date | Version Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Record number |  | (Field to be completed by OST / NOMS IA) |

|  |  |  |
| --- | --- | --- |
| Confirmation of Completion (Date) |  | (Field to be completed by OST / NOMS IA) |

## 1. Application

|  |  |
| --- | --- |
| Full name of person requesting the data transfer |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number |  |  |  |

|  |  |
| --- | --- |
| Location |  |

2

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  |  |  |

## 2. Describe what is being moved

|  |  |
| --- | --- |
| a. Information Asset to be moved: |  |

b. If the data includes personal data have the privacy risks been identified and mitigated against or accepted?  (This can be done by completing a PIA)  Yes  No  N/A

|  |  |
| --- | --- |
| c. What is the security classification of the data? | OFFICIAL   Is any of the data marked OFFICIAL-SENSITIVE?  YES  NO  SECRET TOP SECRET |

## 3. Why is it being moved?

|  |
| --- |
|  |

## 4. When is this move due to take place?

|  |
| --- |
|  |

## 5. What is the frequency of this move?

This will be a single move only

There will be more than one move

How Frequent?

|  |  |
| --- | --- |
|  |  |

## 6. Where is the Equipment or Data being moved to?

|  |  |
| --- | --- |
| Location / Company |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Security classification level that the destination is approved to handle. |  |  |  |

## 

## 7. Method of Movement Plan

1. How will any data be extracted?

|  |
| --- |
|  |

1. What is the size (in MB or GB) of data to be moved?

|  |
| --- |
|  |

1. Is there a Data Sharing Agreement in place?  Yes  No
2. Name of person performing the extract.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Business Area or Supplier | Phone Number | Security Clearance |
|  |  |  |  |

1. Name of person validating the data extracted is what was expected – (Independent/ authority verification).

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Business Area or Supplier | Phone Number | Security Clearance |
|  |  |  |  |

1. Do you need to borrow an approved encrypted mass storage device from Operational Security?  
     Yes  No
2. If this request is to move data bearing equipment how will it be transported?

|  |
| --- |
|  |

1. Who is / are the responsible person(s) involved in the transportation process?

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Business Area or Supplier | Phone Number | Security Clearance |
|  |  |  |  |
|  |  |  |  |

## 8. Permission to move: Who is the Information Asset Owner / SRO / Head of Group?

|  |  |
| --- | --- |
| Name of Information Asset Owner (IAO / SRO / Head of Group) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone number |  |  |  |

|  |  |
| --- | --- |
| Email |  |

Has the IAO / SRO / Head of Group given approval for the move?  Yes  No

**9. Confirmation / Completion**

1. How and when will confirmation be received to confirm that the move has been successful?

|  |
| --- |
|  |

1. Who will be confirming receipt?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full Name | Business Area or Supplier | Phone Number | Security Clearance |
| Confirming Receipt |  |  |  |  |
| Accepting Confirmation |  |  |  |  |

1. Will any temporary Storage Device be securely erased / destroyed when the move is completed?  Yes  No

(If Yes - Please provide details)

|  |
| --- |
|  |

d. Who will be confirming that the destruction of the data has been successfully completed?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Full Name | Business Area or Supplier | Phone Number | Security Clearance |
| Confirming Destruction |  |  |  |  |
| Accepting Confirmation |  |  |  |  |

## 

## 10. DMF Decision

Application  Approved  Refused

|  |  |
| --- | --- |
| Notes if applicable |  |

|  |  |
| --- | --- |
| Name of person making this decision |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  |  |  |

## 11. In case of any incident please contact:

* [Security@justice.gov.uk](mailto:Security@justice.gov.uk) - (All cases)
* [OperationalSecurityTeam@justice.gov.uk](mailto:OperationalSecurityTeam@justice.gov.uk) - (Non-HMPPS cases)
* [InformationMgmtSecurity@justice.gov.uk](mailto:InformationMgmtSecurity@justice.gov.uk) - (HMPPS cases)

**Appendix A**

 This is page [Insert Number     ]  of [Insert Number     ]  from the DMF referenced [Insert Change Ref or DMF Ref     ]  which refers to the movement of a total of [Insert Number     ]  assets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Device** | **Asset Number** | **Make/Model** | **Serial Number** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
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| 27 |  |  |  |  |
| 28 |  |  |  |  |
| 29 |  |  |  |  |
| 30 |  |  |  |  |

I certify that I have taken receipt of the 30 assets described above

Signed Witnessed by

Dated Dated

Name Name

Company Company

I certify that I have accepted delivery of the 30 assets described above

Signed Witnessed by

Dated Dated

Name Name

Company Company