

## Arts Council of Northern Ireland

### Statement of Administrative Sources used for statistical purposes

#### 1. Data sources currently used in the production of official statistics

When compiling official statistics, Arts Council staff utilise data held in the following administrative systems:

- **Grant Management System (GIFTS)**. This is the Arts Councils IT system used to support the administration of its grant processes and provides detailed information on grant recipients, amount awarded, geographical location and artform.
- **Annual Funding Survey (AFS) Data**. This is the data generated from our survey of regularly funded organisations
- **Central Postcode Directory**. The Central Postcode Directory (CPD) is compiled for users by NISRA Geography. It relates both current and terminated postcodes in Northern Ireland and links these with a range of statutory, administrative, electoral and other area geographies.

#### 2. Change management

When changes to administrative systems are considered and likely to effect the production of statistical data, statistical staffs are consulted as part of the change management process

#### 3. Access arrangements

- **Grant Management Systems:** Statistical staff are granted continual access to GIFTS. The information extracted contains only the relevant data and statistical staff have no authority to directly alter any data contained within the system. Any errors uncovered are reported back to the Operations Officer and IT Manager to maximise the accuracy of data held.
- **Annual Funding Survey (AFS) Data.** An annual survey of activity and outputs delivered by clients is completed at the end of each financial year by a core of around 110 organisations. Information submitted through dedicated survey software (NOVI Systems) is held on a secure server, before being exported for analysis by statistical staff every 12 months.

#### 4. Arrangements for auditing the quality of administrative data for statistical purposes

- **Grant Management Systems:** Reviews are conducted frequently by IT staff, Grant Administrators and external auditors to ensure consistency with grant giving processes. Validation checks are also made by Statistical Staff before any analysis takes place.

- Annual Funding Survey Data: Exported data is subjected to a number of validation checks examining range, consistency and accuracy. If outliers are identified, the decision whether to retain, exclude or modify the figure is made on a case by case basis.

## 5. Security

- The security of information held by the Arts Council is outlined in the Council's IT and Information Security Policy. This policy outlines the controls that are in place to ensure that the Council meets its compliance requirements as well as best practice for the management of data. The policy covers physical security (data is held on encrypted drives with servers in secure rooms), network security (e.g.: password and access policies), equipment disposal (secure destruction) and internet use.