Information Asset Register Guidance

What is an information Asset Register?

An information Asset Register, also known conducting an 'information review' is a way to help you understand and manage your organisations information assets and organise them.
It is simply an inventory of information assets and systems held by an organisation, for example, this could be a dataset, an information management system or record.

It is vital to understand what information is being collected and stored in order to fully protect it and comply with legislation.

Purpose of an information asset register

Information Asset Registers can be used for many objectives:

• To plan the implementation of effective information security practices across all information assets in an organisation;

• To identify critical systems for disaster recovery and business continuity;

• For risk analysis- An Asset Register can identify where information is being underutilised or areas where there is insufficient, inaccurate or untrustworthy data highlighting any risks associated to the way we work

• To identify information management strategy priorities.

• An Asset Register can improve understanding of the school's information needs. This includes, identification of what information is captured, created or used, who uses it, how effectively it meets their needs, how long it is useful for, and who is responsible for the ensuring the information assets remaining fit for purpose.

Examples of an asset register

- A database of contracts is a clear example of a single information asset. Each entry in the database does not need to be treated individually.
- All files associated with a specific project

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How to Approach Completing the Asset Register

There are a number of different classifications that can help to categorise the information assets held by the schools and some of which may not be held.

- ELECTRONIC SYSTEMS
- PAPER INFORMATION
- REMOVABLE MEDIA
- HARDWARE

A senior member of staff should complete the Information Asset Register; however, it is likely that this person will require some support or guidance from individuals within the school in order to establish what information is held within each of the four categories listed above.

If you have any queries regarding the completion of the Asset Register or about GDPR/Data Protection in general, please feel free to get in touch with the Information Governance Schools Office at the following address: schoolsinformationmanagement@cardiff.gov.uk. **You can also find a template for the asset register on the SLA online website.**