Information Asset Register

	Only applic	cable for digit	al systems									Only applical	ble for mobile			
1. Information Asset Name	2a. Supplier Name	2b. Contract location	2c. Contract Start and End Dates	3. What Information is Kept Here and Why?	4. Location - Where is the Information Asset?	5. Does this contain special category data?	6. Who is the Information Asset Owner?	7. Is the Information Shared Externally?	8. Is the Process Included on the Record of Processing Activities?	9. What Risks Are There if There is a Breach?	10. What Security Measures Have Been Put in Place?	11. Date Information Asset Issued (If applicable) [DD/MM/YY]	12. Date Information Asset Returned (If applicable) [DD/MM/YY]	13. Date of Last Audit [DD/MM/YY].	14. Has There Been a Breach Since the Last Audit? [Drop down list]	15. [Only if Yes to 14] Have All Actions Which Arose Because of the Breach been Taken? [Drop down list]
Famly	Famly			Records contact details for nursery families, billing, attendance of children. Held so the nursery can run.	The Cloud - UK based	Yes	Early Years Manager	No	N/A	Service users' highly personal records would be seen. This could cause upset to service users, reputational damage to the company, and breach data protection legislation. The company could be fined or other pernalties could be imposed.	securely in The Cloud. We are satisfied that Famly are	N/A	N/A		No	N/A
Supported Volunteer information	Airtable	n/a	n/a	Contact and other details of service users. Held to enable running the service.	Filing Cabinet in H&SC Office	Yes	H&SC Manager	No	N/A	Service users' highly personal records would be seen. This could cause upset to service users, reputational damage to the company, and breach data protection legislation. The company could be fined or other pernalties could be imposed.	The filling cabinet is kept locked and can only be accessed by authorised individuals.	N/A	N/A		No	N/A
CCTV Records	n/a	n/a	n/a	CCTV Footage from public areas is stored for security purposes for one month.	Hard drive in the server room	No	CEO	Yes	Yes	Individual's data protection rights might be breached.	Only authorised personnel can view the footage. Only released on request of the police.	N/A	N/A		No	N/A
BreatheHR	BreatheHR	SharePoint		Staff data. To administer HR function	Cloud based	Yes	HR Manager	No	N/A	seen. Would cause risk of identity		N/A	N/A		No	N/A
Payroll data	Microsoft			Hours worked, leave taken, staff details	SharePoint	No	HR Manager	Yes	Yes	Staff personal details would be seen. Would cause risk of identity theft, upset and damage to reputation.		N/A	N/A		No	N/A
Xero	Xero	SharePoint		Company accounts	Cloud based	No	Finance Manager	Yes	Yes		Only authorised personnel have access. 2FA in operation for log in.	N/A	N/A		No	N/A
Membermojo	Membermoj	SharePoint		Member information	Cloud based	No	CEO	No		Basic contact details of members would be visible	Secure online systems	N/A	N/A		No	N/A
Mailchimp	Mailchimp			Marketing mailing	Cloud based	No	Marketing Manager	No	N/A	Basic contact details of members would be visible	Secure online systems	N/A	N/A		No	N/A
Nursery Waiting List	Airtable			Applications for joining nursery to administer new starters	Cloud based	No	EY Manager	No	N/A	Applicant's personal records would be seen. This could cause upset, reputational damage, and breach data protection	Secure online systems	N/A	N/A		No	N/A
Staff training record	Airtable			Training logs of staff to administer up-to-date	Cloud based	No	EY Manager	No	N/A	Staff training data exposed.	Secure online systems	N/A	N/A		No	N/A