

Management of Records

Information Asset Register

Table One



You should have an asset register that records assets, systems and applications used for processing or storing personal data across the organisation.

Ways to meet the ICO's expectations:

- Your organisation has an asset register which holds details of all information assets (software and hardware) including:
 - asset owners;
 - asset location;
 - retention periods, and;
 - security measures deployed.
- You review the register periodically to make sure it remains up to date and accurate;
- You periodically risk-assess assets within the register and you have physical checks to make sure that the hardware asset inventory remains accurate.