

Management of Records

Information Asset Register

Table Four



The organisation should maintain internal records of key personal information processing activities. It should document what personal information it holds, where it came from and who it's shared with. The organisation may need to organise an 'Information Audit' across the organisation to identify the information that it processes and how it flows into, through and out of the organisation.

The Information Asset Register is a mechanism for understanding and managing the organisation's information assets and the risks to personal information. It should link information assets to dependencies including risk assessments, retention schedules and information owners. Risks should be monitored and responsibility for mitigating risk assigned.

The register should be maintained and regularly updated, with responsibility assigned to a senior member of staff within the organisation known as an Information Asset Owner.

The organisation should ensure that when new processes, services, systems and other information assets are introduced that the implementation does not result in an adverse impact on information quality or a breach of information security, confidentiality or data protection requirements.