

Information Asset Inventory

Nr	Organisation & relevant process			Information Asset Details									Current Level of Protection			
	Operating Unit / Function	Process name	Process owner	Name of Asset	Description of Asset	Type of Information Asset [Hard copy, Electronic File (specify type), removable media/device (specify type)]	Personal Data (Y/N)	Personal Sensitive Data (Y/N)	Sensitive Customer Data (Y/N)	Classification	Integrity	Availability	Asset Custodian (if NOT Functional Owner)	Data Retention Period	At Origin (description)	If Information is Moved (description)
Example	UNIT A	New starter process	Some One	New starter form	Form used to initiate the new starter process and sent to UNIT B via email.	Electronic .xls template file	Y	Y	N	Confidential	Medium	Low	UNIT B	0.5 Years	On PC of line manager, stored on network. For some line managers, they store these files on their laptop. Unlikely to be password protected.	Form is emailed to UNIT B using internal email system. It is then held on System A and System B by UNIT B.
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