

FOI 5376 Asset Register Template

Section 1 - Asset Details

Asset Name

Department

Information Asset Owner

Information Asset Administrator

Information Asset Type

Location of Asset

Asset Purpose

Information Asset Category

Information	Software	Physical	Services	People
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Information Asset Components

All of the below	Audit Data	Business Continuity Plans	Contracts or Agreements	Database/Data Files
Manuals and Training Materials	Miscellaneous	Operations and Support Procedures	Research Information	System Information and Documentation

Information Asset Classification

NHS Confidential	NHS Protect	Public Information
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Section 2 - Information Security Assurance

Critical System

Is this a Trust Critical System?

Data Protection Impact Assessment

Does this Asset require a DPIA?

System Level Security Policy

Does this Asset require a System Level Security Policy?

Information Security Management Systems

Information Security Management Systems

Is this part of the ISMS list?

Section 3 - Contract Monitoring/Third Party arrangements

Do any third party contractors have access to the Information Asset?

Is there any third party sharing of the information held on the asset?

Does this Asset require a DSA?

Section 4 - Asset Risk Assessment Details

The risk assessment should be carried out in line with the Trusts Risk Management Strategy Policy.

Risk Assessor Name

[Redacted]

Risk Assessment Frequency

Please Select...

Date of Risk Assessment

04/10/2022

Risk Identified

Please Select...

Mitigation Measures in place

Risk Matrix

Likelihood/Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	○	○	○	○	○
Likely	○	○	○	○	○
Possibly	○	○	○	○	○
Unlikely	○	○	○	○	○
Rare	○	○	○	○	○

Impact Score: 0

Likelihood Score: 0

Risk Rating: -

Submit Information Asset

Unlikely	○	○	○	○	○
Rare	○	○	○	○	○

Impact Score: 0

Likelihood Score: 0

Risk Rating: -

Section 5 - Personal Identifiable Information

Type of Information within the Asset?

Please Select...

Does the Asset contain personal information?

Yes

No

Does any Information flow to and from the Asset?

Yes

No

Section 6 - Asset Review and Sign Off

Is the retention period known?

Yes

No

How is the PII securely destroyed?

Please Select...

How often should this Asset be reviewed?

Please Select...

Administrator Signoff

Submit Information Asset