

# Managing Information Asset Register

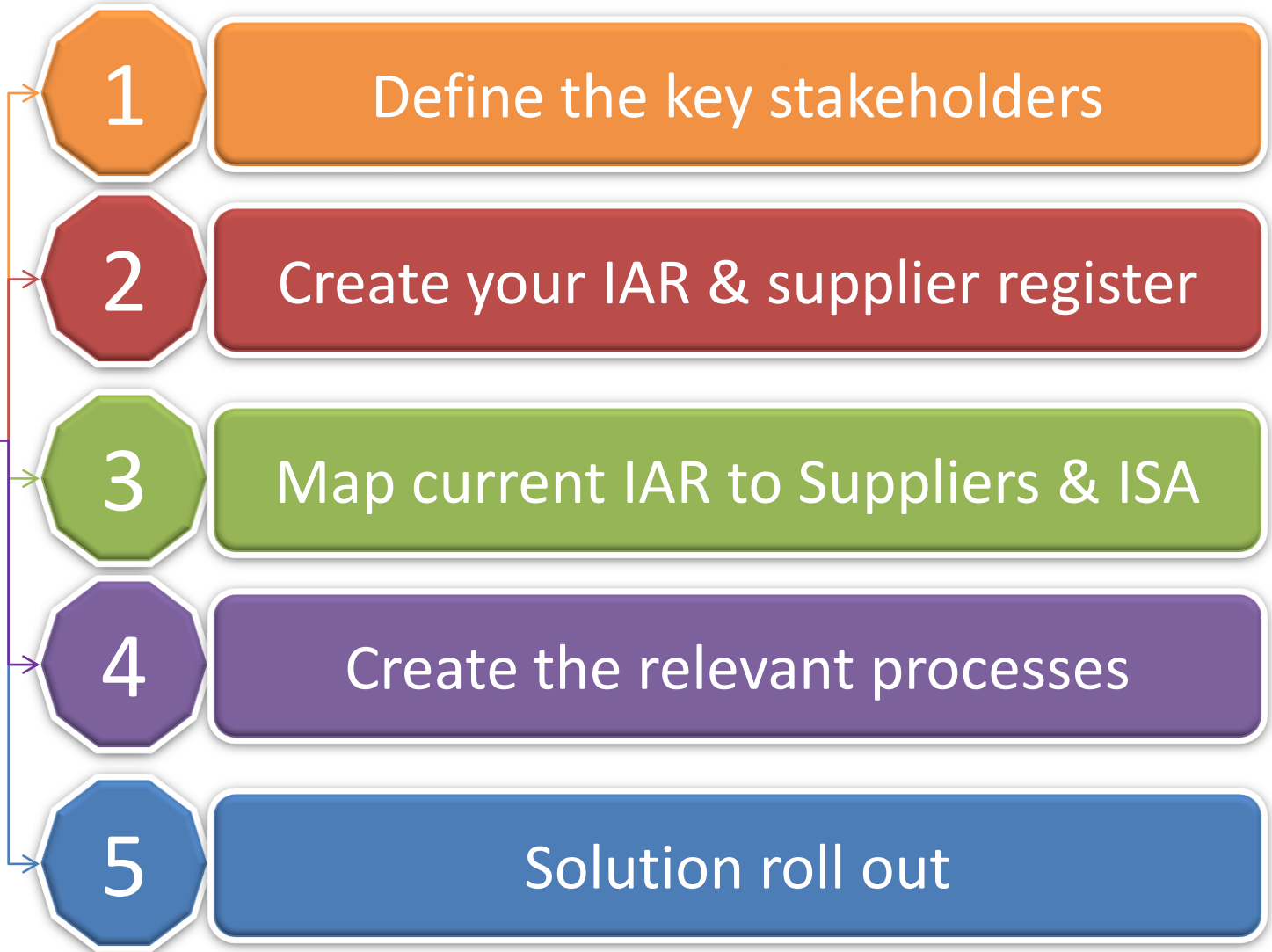
By

Ben Oguntala. LLB, LLM

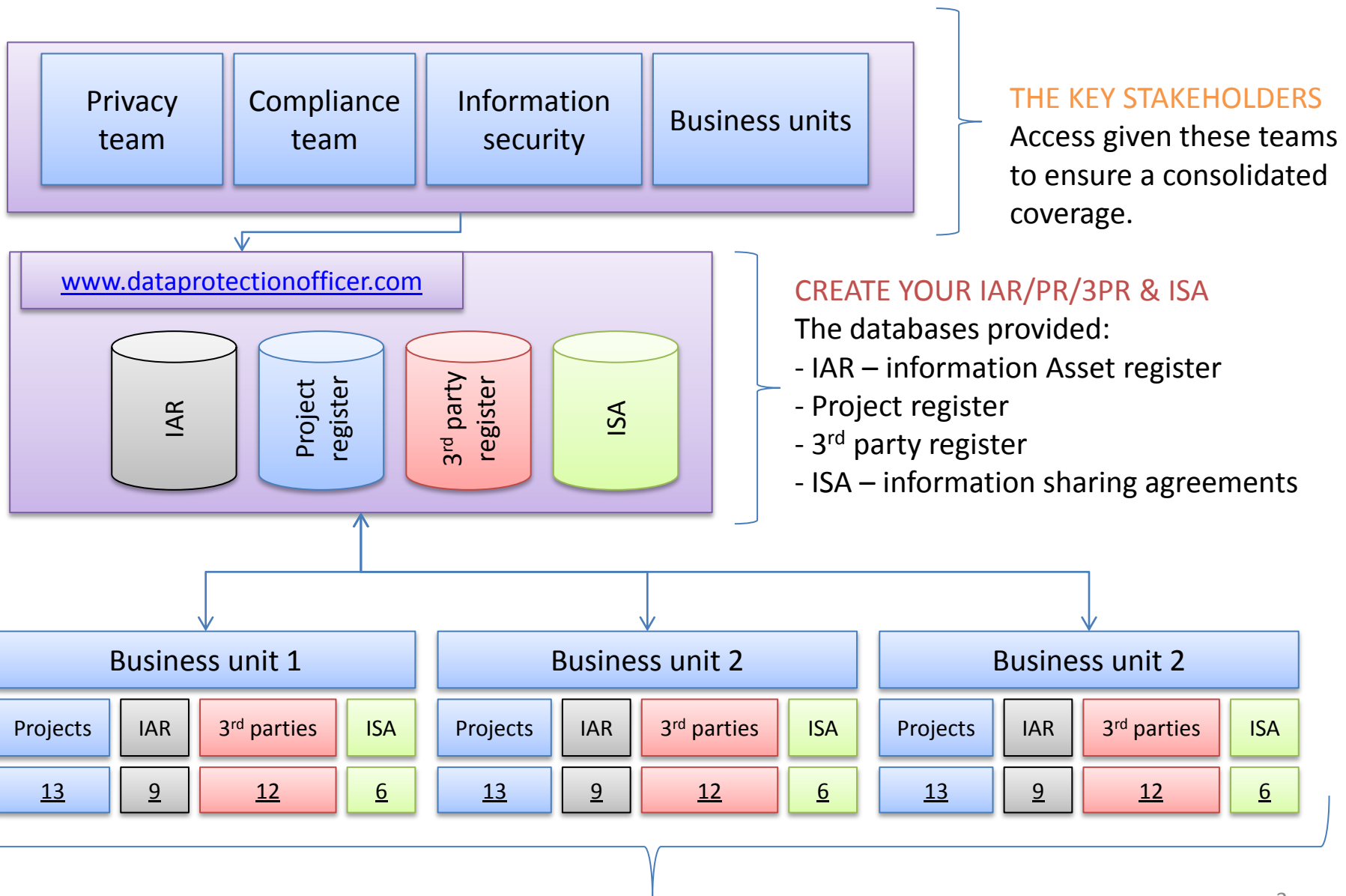
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How many Information data do you have, what are they and with whom are they shared?

# Our 5 simple steps



# Overview of the framework



Business units can be structured according to the hierarchy of your organisation

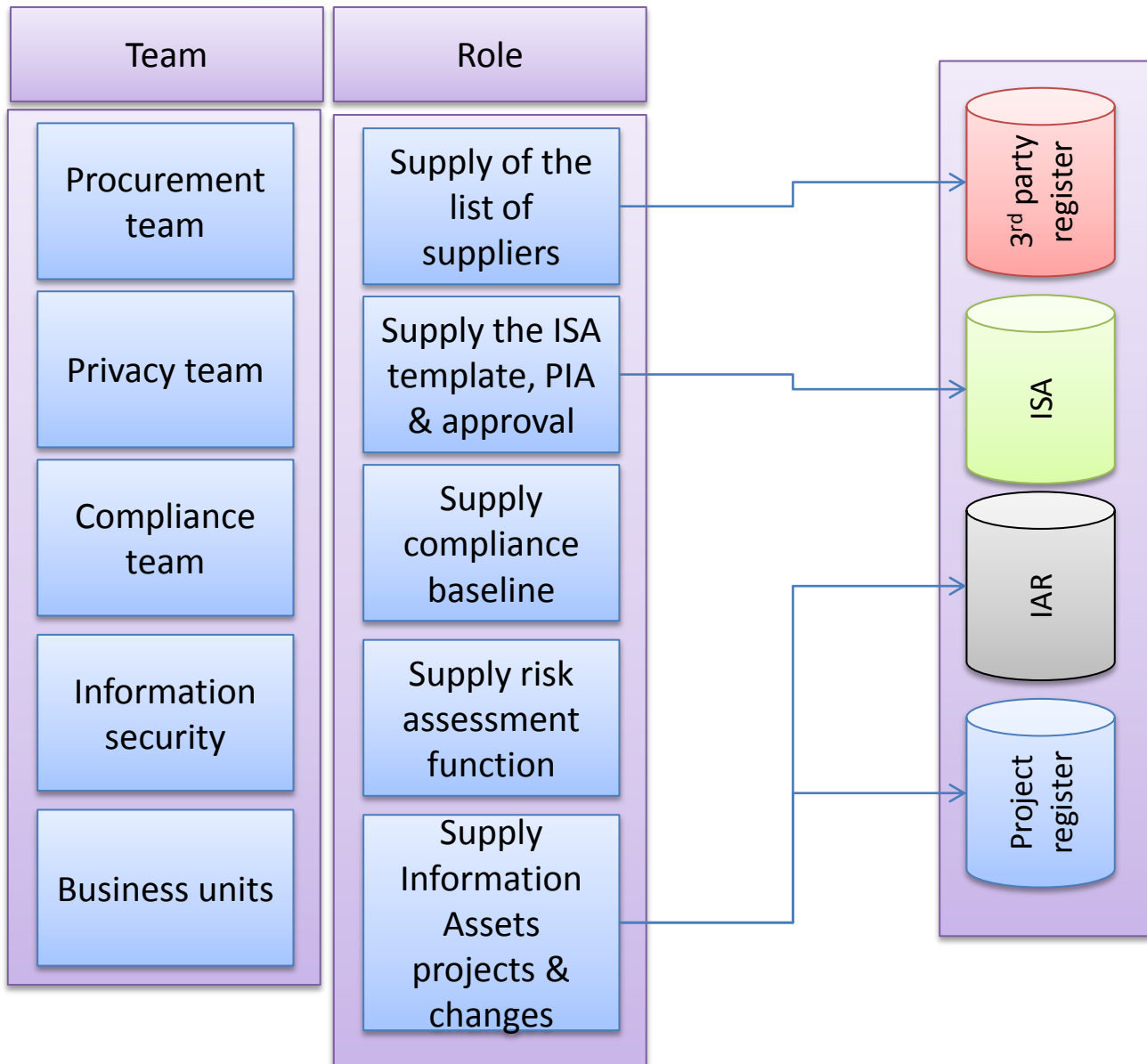
## 1

## Define the key stakeholders

Team	Role	Benefits
Procurement team	Supply of the list of suppliers	Procurement are best placed to know which suppliers you deal with
Privacy team	Supply the ISA template, PIA & approval	As part of compliance the ISA is used with all 3 <sup>rd</sup> party data exchanges.
Compliance team	Supply compliance baseline	Compliance ensures all policies and procedures are adhered to.
Information security	Supply risk assessment function	Play an operational role in assessing projects & changes to your organisation
Business units	Supply Information Assets projects & changes	All business units listed including sub business units and Partners

# 2

## Create your IAR & supplier register



## Business unit: Organisation hierarchy

[-]	<b>Corporate Governance &amp; Legal Services</b>	Paul Davies (Incidents - In Progress (0) Assets (0))
[-]	<b>Legal</b>	Helena Thernstrom (Incidents - In Progress (0) Assets (1))
[-]	<b>Board services</b>	Rebecca Rae (Incidents - In Progress (0) Assets (2))
[-]	<b>Test 1</b>	osime ozines (Incidents - In Progress (0) Assets (0))
[-]	<b>Equality &amp; Diversity</b>	Chitra Karve (Incidents - In Progress (0) Assets (0))
[-]	<b>Equality, Diversity, Confidence &amp; European Projects</b>	Alan Weston (Incidents - In Progress (0) Assets (0))
[-]	<b>Equality &amp; Diversity Manager</b>	Abida Akram (Incidents - In Progress (0) Assets (0))
[-]	<b>Human Resources</b>	Phil Drury (Incidents - In Progress (0) Assets (1))
[-]	<b>Finance ICT &amp; Facilities</b>	Pauline Swash-Wallbank (Incidents - In Progress (0) Assets (0))
[-]	<b>Chief Accountant</b>	Geoff Lee (Incidents - In Progress (0) Assets (0))
[-]	<b>ICT</b>	Mary Pengelly (Incidents - In Progress (1) Assets (1))
[-]	<b>Facilities Management</b>	Glen Piddington (Incidents - In Progress (0) Assets (0))
[-]	<b>NOMS FOI Team</b>	Stephen Moran (Incidents - In Progress (0) Assets (0))
[-]	<b>Procurement unit &amp; Commercial Development</b>	Martin Blake (Incidents - In Progress (0) Assets (1))
[-]	<b>Marketing &amp; Communications</b>	Elizabeth George (Incidents - In Progress (0) Assets (0))
[-]	<b>Resource Development Unit</b>	Tricia Pick (Incidents - In Progress (0) Assets (1))
[-]	<b>Quality &amp; Assurance</b>	Audrey Asamoah (Incidents - In Progress (0) Assets (0))
[-]	<b>Technical Innovations</b>	Fawzi Fawzi (Incidents - In Progress (0) Assets (0))
[-]	<b>Courts</b>	sara Robinson (Incidents - In Progress (0) Assets (0))
[-]	<b>Central Extremism Unit</b>	sara Robinson (Incidents - In Progress (0) Assets (3))
[-]	<b>London probation</b>	kingsley osime (IS Manager)
[-]	<b>Test 1</b>	ben ben (Incidents - In Progress (0) Assets (0))
[-]	<b>test test</b>	test test (Incidents - In Progress (0) Assets (0))
[-]	<b>Implementation Team</b>	David Tool (Incidents - In Progress (0) Assets (0))

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## Create your IAR & supplier register

# The Asset Register

Asset Register



Organisation Name:

Buena Ventura ( 18 )

Department Name	Number of Asset Link
Human Resources	1
Cluster 1	2
Cluster 7	6
Procurement unit & Commercial Development	1
Resource Development Unit	1
ICT	1
Legal	1
Board services	2
Central Extremism Unit	3

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## Create your IAR & supplier register

# Editing the Information Asset Register

**Edit Asset**

Asset ID: 1

Asset Name: ICT templates

Format: Both

Asset Owner: Mary Pengelly

Location: Intranet & Shared area

Asset Classification: CONFIDENTIAL

Data Input: service request data

Data Output: ICT service initiation data

Information shared outside of establishment ? (Partner Name): Sandip

Business Impact: 2

Reason for business impact: limited confidential data

## Risk impact assessment

Impact Assessment

A. Confidentiality

I. Impact: 2 Justification: [text area]

II. Likelihood: 1 Justification: [text area]

B. Integrity

I. Impact: 2 Justification: [text area]

II. Likelihood: 1 Justification: [text area]

C. Availability

I. Impact: 2 Justification: [text area]

II. Likelihood: [ ] Justification: [text area]

Asset details include format, location, input & output.

# 3

## Map current IAR to Suppliers & ISA

Department Name	Number of Asset
Human Resources	1
Cluster 1	2
Cluster 7	6
Procurement unit & Commercial Development	1
Resource Development Unit	1
ICT	1
Legal	1
Board services	2
Central Extremism Unit	3

List of 3<sup>rd</sup> parties that the information asset is shared with

Detailed view

Name	Asset ID	Risk Index	Classification	Owner	Format	<u>3<sup>rd</sup> parties</u>	Audit Entries	
ICT templates	1	2	CONFIDENTIAL	Mary	Both	0	0	View/Edit
Board meetings & details	2	3	RESTRICTED	Paul	Electronic	1	0	View/Edit
HR forms and files	3	3	RESTRICTED	Phil	Both	0	1	View/Edit

## 3

## Map current IAR to Suppliers &amp; ISA

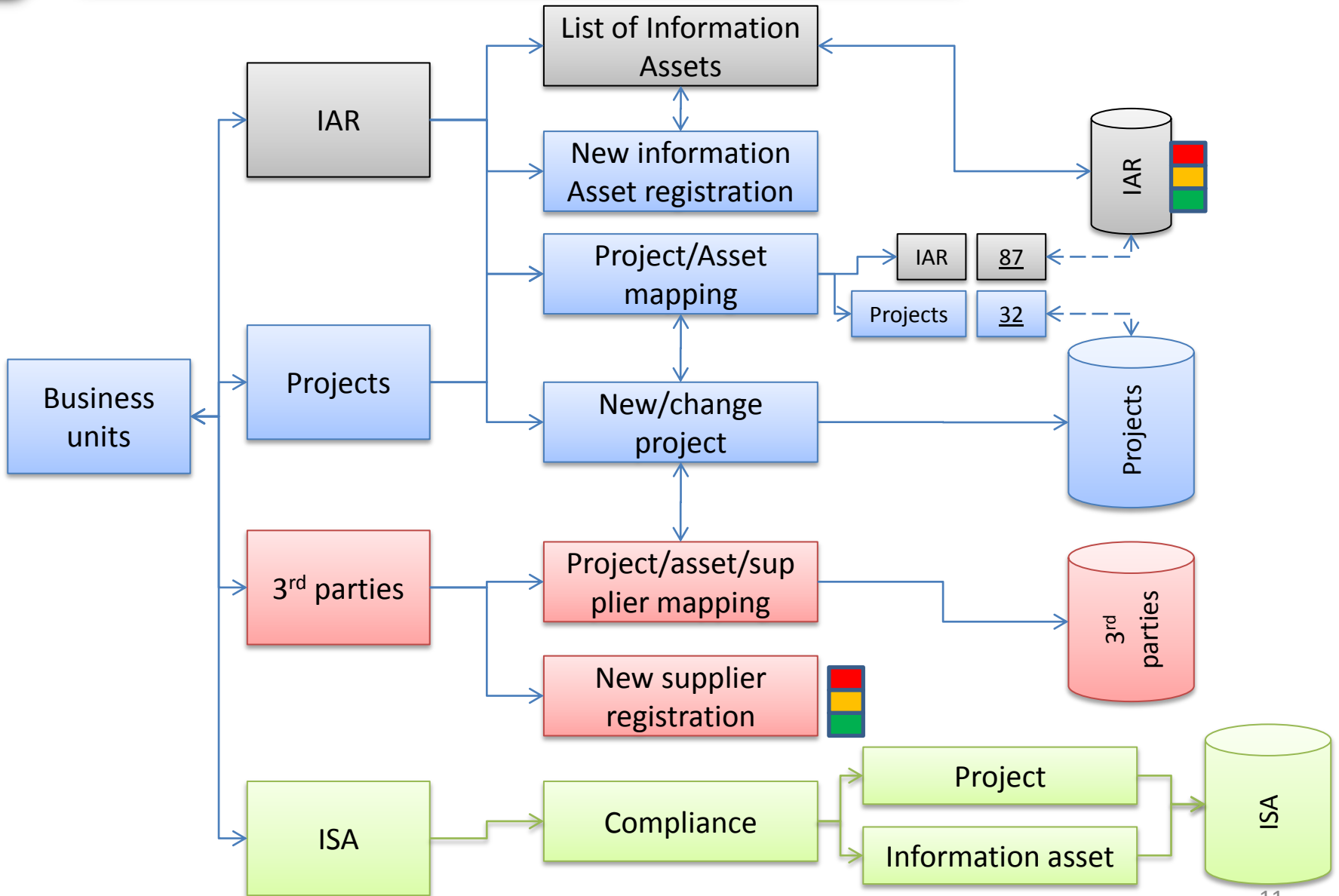
## Details of the Asset Register

Asset List								Add New
Name	Asset ID	Risk Index	Classification	Owner	Format	3 <sup>rd</sup> parties	Audit Entries	
ICT templates	1	2	CONFIDENTIAL	Mary	Both	0	0	<a href="#">View/Edit</a>
Board meetings & details	2	3	RESTRICTED	Paul	Electronic	1	0	<a href="#">View/Edit</a>
HR forms and files	3	3	RESTRICTED	Phil	Both	0	1	<a href="#">View/Edit</a>
Offender files	4	3	RESTRICTED	Gary	Both	0	0	<a href="#">View/Edit</a>
PSRs	5	3	RESTRICTED	Gary	Both	0	0	<a href="#">View/Edit</a>
Offender files	6	3	RESTRICTED	Tricia	Both	0	0	<a href="#">View/Edit</a>
supplier database	7	3	RESTRICTED	Martin	Electronic	0	2	<a href="#">View/Edit</a>
SDR	8	3	RESTRICTED	Maria	Both	0	0	<a href="#">View/Edit</a>
FDR	9	3	RESTRICTED	Maria	Physical	1	0	<a href="#">View/Edit</a>
Oral report	10	3	RESTRICTED	Maria	Both	0	0	<a href="#">View/Edit</a>

Each asset is risk assessed, classified, owner assigned and no. of 3<sup>rd</sup> parties shared with listed <sup>10</sup>

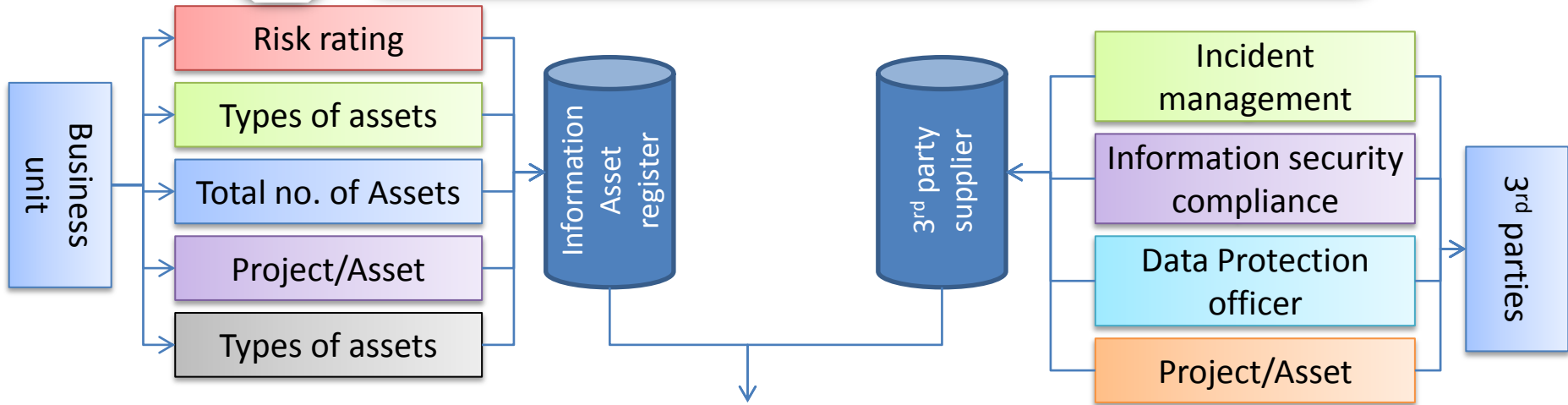
# 4

## Create the relevant processes



# 4

## Create the relevant processes



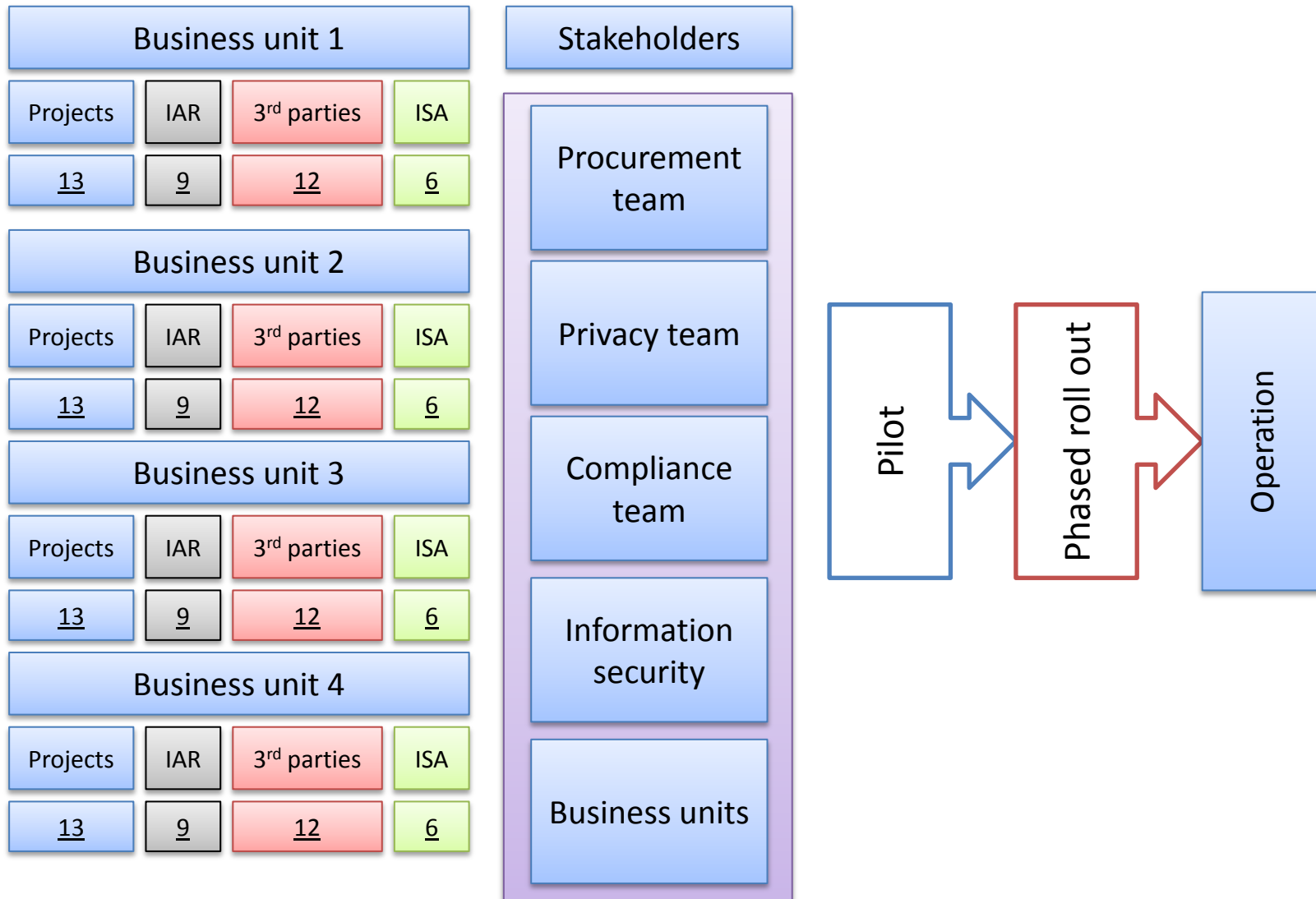
- Privacy impact assessment
- contract
- Information sharing agreement

### Privacy team

Business units	Asset ID	Owner	Classification	Record type	ISA	Suppliers	Review date
HR	<u>901</u>	A smut	Restricted	Full customer info	<u>5</u>	MOJ	23/09/10
Sales	<u>789</u>	S Red	Unrestricted	Customer financials	<u>7</u>	OMG	13/12/10
Marketing	<u>456</u>	N Ball	financial	Customer	<u>3</u>	Detica	02/06/11
Procurement	<u>123</u>	W Ed	Restricted	Record type	<u>1</u>	Logica	04/01/11

# 5

## Solution roll out



# Contact details

To know what Information Assets you have and with whom you are sharing them, contact

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