



# Information Asset Register

## (Access Recreation)



Asset ID	Name of Asset	What does it do?	Location	Owner	Volume	Personal data	Legal basis	Access	Shared with	Format	Retention	Status	Key asset
	e.g. Payroll, Finance Ledger, Marketing database	e.g. Stores data required for the purposes of paying employees monthly salaries directly into their bank accounts	e.g. Shared network drive, SQL database  U:\HR\Section files\PRIVATE\Payroll	e.g. [Name] Head of Human Resources & Information Asset Owner	125 records	No; Yes; Yes (inc. Sensitive)	See comment for options	Restricted to [named individuals] or [all staff within Human Resources]	Details of any third parties the data is shared with.  E.g. DCC Payroll service	e.g. Emails, spreadsheets, database, PDF files	How long are the records retained for  e.g. 7 years	In use; Archived; Development; Destroyed	Yes; No  It is business critical?
CAMS	Countryside Access Management system,	containing personal details of people who report issues with Rights of Way	SQL Database hosted by ESDM Ltd	Andrew Watson (Head of Recreation, Access & Estates)	< 500	Yes	6. Consent	A Watson & J Manning	None	SQL db	12 months after case closed	In use	Yes
CAMSWeb	Reporting system for issues with Public Rights of Way,	containing personal details of users including names, email addresses and telephone numbers.	SQL Database hosted by ESDM Ltd	Andrew Watson (Head of Recreation, Access & Estates)	<1,000	Yes	6. Consent	All DNP Staff	None	SQL db	Inactive accounts deleted after 4 years + current year	In use	Yes
Organised Events Database	Contact details for organisers of large scale events		S:\RecEvents\revents-d.mdb	Andrew Watson (Head of Recreation, Access & Estates)	< 1000	Yes	6. Consent	Recreation Security Group Only	None	Access db	No longer than 5 years	In use	Yes
Access Forum Contacts List	Contact details for current members of the Access Forum		T:\Service Admin\Dartmoor Access Forum\DAF Membership\DAF Members 2017.xls	Andrew Watson (Head of Recreation, Access & Estates)	< 30	Yes	5. Necessary for the performance of a contract	All DNP Staff	None	Excel	Only for duration appointed	In use	Yes
Rural Payments Agency dataset	Landholding data supplied in GIS format by RPA for cross compliance purposes relating to public rights of way		M:\Awatson\PRIVATE\GIS RPA Data	Andrew Watson (Head of Recreation, Access & Estates)	< 1000	Yes	1. Legal obligation	A Watson only	None	GIS Tab file	New copy requested every 3 years	In use	Yes
Register of Access Agreements	Register of access agreements with details of agreement holders		T:\Legal\Access PROW & Land Management\PROW\Register of Access & Management Agreements.xls	Andrew Watson (Head of Recreation, Access & Estates)	< 500	Yes	5. Necessary for the performance of a contract	All DNP Staff	None	Excel	Length of agreement + 3 years	In use	Yes
Public Rights of Way Correspondence files	Records of all correspondence with 3rd parties in relation to rights of way		4x filing cabinets in Room 34 at Parke	Andrew Watson (Head of Recreation, Access & Estates)	<500	Yes	1. Legal obligation (S.31 Highways Act 1980)	All DNP Staff	None	Paper files	No longer than 10 years	In use	No



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	e.g. Payroll, Finance Ledger, Marketing database	e.g. Stores data required for the purposes of paying employees monthly salaries directly into their bank accounts	e.g. Shared network drive, SQL database  U:\HR\Section files\PRIVATE\Payroll	e.g. [Name] Head of Human Resources & Information Asset Owner	125 records	No; Yes; Yes (inc. Sensitive)	See comment for options	Restricted to [named individuals] or [all staff within Human Resources]	Details of any third parties the data is shared with.  E.g. DCC Payroll service	e.g. Emails, spreadsheets, database, PDF files	How long are the records retained for  e.g. 7 years	In use; Archived; Development; Destroyed	Yes; No  It is business critical?
	Public Rights of Way Files (Electronic)	Records of all issues with Public Rights of Way including correspondence with 3rd parties	T:\Public Rights of Way\Path folders by Parish	Andrew Watson (Head of Recreation, Access & Estates)	<500	Yes	1. Legal obligation (S.31 Highways Act 1980)	All DNP Staff	None	Emails, Word documents, PDFs, etc	No longer than 10 years	In use	Yes
	OASYS - Open Access System	Applications for restrictions to open access under CROW Act (Names and contact details of applicants and third parties with an interest in the land)	T:\Access\CROW Access\CROW Restrictions	Andrew Watson (Head of Recreation, Access & Estates)	<50	Yes	1. Legal obligation (Access to the Countryside [Exclusions and Restrictions] [England] Regulations 2003)	All DNP Staff	Natural England	Emails, Word documents, PDFs, etc	No longer than 7 years	In use	Yes