



Information Asset Register

Visitor Centres



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?
	Visitor Centre staff contact list	For communications with Visitor Centre Staff	U:\HR\PRIVATE\Visitor Services\Information Advisors\Visitor Centre Staff Contact list.docx	Richard Drysdale (Visitor Services Manager)	< 30	Yes	5. Necessary for the performance of a contract	PRIVATE (HR staff & Julie Colliety)	Shared with all VC staff with their consent	Word Doc	Current staff only	In Use	Yes
	Visitor Centre staff email contact list	For communications with Visitor Centre Staff	Exchange / Outlook	Richard Drysdale (Visitor Services Manager)	< 30	Yes	5. Necessary for the performance of a contract	RDrysdale Only	Shared with all VC staff with their consent	Outlook	Current staff only	In Use	Yes
	Dartmoor Ambassadors	Communicating with Volunteers working in and around the visitor centres	T:\PRIVATE\Volunteers\Volunteer Contact Details.docx	Richard Drysdale (Visitor Services Manager)	< 20	Yes	6. Consent	PRIVATE (VC Staff Only)	None	Word Doc	Current volunteers only	In Use	Yes
	Dartmoor Visitor Centre Survey		Survey Monkey	Richard Drysdale (Visitor Services Manager)	< 100	Yes (Sensitive)	6. Consent	PRIVATE (Rdrysdale Only)	None	Online Survey	During survey, then downloaded & deleted	In Use	Yes