



Information Asset Register

Hill Farm Project



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?
	Hill Farm Project Contacts Database	Communications relating to the project	T:\PRIVATE\HFP Contacts Database\2018\HFP Main Database February 2018.xlsx	Louise Davis (Hill Farm Project Officer)	< 1000	Yes	6. Consent	PRIVATE (Hill Farm Project staff only)	None	Excel	No longer than 3 years (contact all at least every 3 years)	In Use	Yes
	Contributions Scheme (Electronic)	Details relating to all farmers who have made a financial contribution to the project	T:\PRIVATE\Contribution scheme.xlsx	Louise Davis (Hill Farm Project Officer)	< 50	Yes	5. Necessary for the performance of a contract	PRIVATE (Hill Farm Project staff only)	None	Excel	No longer than 18 months (renewed annually)	In Use	Yes
	Contributions Scheme (Paper)	Details relating to all farmers who have made a financial contribution to the project	Locked filing cabinet in the HFP Office	Louise Davis (Hill Farm Project Officer)	< 50	Yes	5. Necessary for the performance of a contract	Hill Farm Project Staff Only	None	Paper documents	No longer than 18 months (renewed annually)	In Use	No
	Facilitation Fund Farmer Details (Electronic)	Details relating to the farmers and their farm businesses who are applying	T:\Facilitation Fund\farm data.xlsx	Louise Davis (Hill Farm Project Officer)	< 50	Yes	6. Consent	Password Protected (Hill Farm Project Staff Only)	Natural England	Excel	No longer than 3 years (life of scheme)	In Use	Yes
	Facilitation Fund Farmer Details (Paper)	Details relating to the farmers and their farm businesses who are applying	Locked filing cabinet in the HFP Office	Louise Davis (Hill Farm Project Officer)	< 50	Yes	6. Consent	Hill Farm Project Staff Only	Natural England	Paper documents	No longer than 3 years (life of scheme)	In Use	No
	PCF Resilience Programme Contacts (Electronic)	Details relating to the farmers and their farm businesses who are on the programme	T:\PCF Resilience Programme 2017>List of Farms.xlsx	Louise Davis (Hill Farm Project Officer)	< 50	Yes	6. Consent	Hill Farm Project Staff	Princes Countryside Fund	Excel	No longer than 1 year	In Use	Yes
	PCF Resilience Programme Contacts (Paper)	Details relating to the farmers and their farm businesses who are on the programme	Locked filing cabinet in the HFP Office	Louise Davis (Hill Farm Project Officer)	< 50	Yes	6. Consent	Hill Farm Project Staff	Princes Countryside Fund	Paper documents	No longer than 1 year	In Use	No
	ELMS Mailing List	Malign list of farming contacts that wish to be kept informed about the ELMS system	Stored in Outlook Distribution Group within Harriet Bell's exchange account	Louise Davis (Hill Farm Project Officer) managed by Harriet Bell	<100	Yes	6. Consent	Harriet Bell Only	None	Emails	No longer than two years	In use	No



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ELMS Steering Group Applications	Information about individuals who hare applting to be part of the steering group	T:\ELMS	Louise Davis (Hill Farm Project Officer) managed by Harriet Bell	<50	Yes	6. Consent	Hill Farm Project Staff	None	Spreadsheet	No longer than 6 months	In Use	No
Dartmoor Food Directory	Directory of Food Producers on Dartmoor advertised through web mapping as part of Covid-19 recovery plan	T:\Food Directory and web map (https://maps.dartmoor.gov.uk/food_directory/)	Louise Davis (Hill Farm Project Officer)	< 100	Yes	6. Consent	All DNP Staff	Publically available via the website	Spreadsheet and WebMap	No longer than 18 months (renewed annually)	In Use	No