



Information Asset Register

Moor than Meets the Eye



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?
MTMTE Contact List	Personal details	T:\03 Delivery\Scheme\02 Admin\Contacts\MTMTE Contact list.xlsx	Mark Allott (Moor than meets the eye Scheme Manager)	< 200	Yes	6. Consent	MTMTE staff team (via document password)	None	Spreadsheet	In use 2015-2019 inc. Retention TBC	In use	Yes	
MTMTE Volunteers Contact List	Personal details	..\..\PB6\07 Project Management\10 Volunteer Database\Volunteer list - expression of interest.xlsx	Mark Allott (Moor than meets the eye Scheme Manager)	< 100	Yes	6. Consent	MTMTE staff team (via document password)	None	Spreadsheet	In use 2015-2019 inc. Destroy 2020/21	In use	Yes	
Various DNPA Finance forms (Debtor, Creditor, BACS etc.)	Supplier finance details	Held in individual user folders	Mark Allott (Moor than meets the eye Scheme Manager)	< 500	Yes	5. Necessary for the performance of a contract		None	MS Word doc/PDF	In use 2015-2019 inc. Destroy 2020/21	In use	Yes	
Lone Working information	Personal details to help in the event of an Emergency	..\..\01 H&S\Lone working\Lone Working Emergency contact details - MTMTE team.xlsx	Mark Allott (Moor than meets the eye Scheme Manager)	6	Yes (inc. Sensitive)	2. Protection of vital interests of the data subject	Mark Allott (via document password)	MTMTE Staff Team, DNPA DoCC, HR	Spreadsheet/PDF	In use 2015-2019 inc. Destroy 2020/21	In use	Yes	
Volunteer CV	Personal details	..\..\PB6\07 Project Management\10 Volunteer Database\Kirsten Netley - C.V - 20160729 .docx	Mark Allott (Moor than meets the eye Scheme Manager)	1	Yes	6. Consent	Mark Allott (via document password)	MTMTE Staff Team, DNPA HR	MS Word doc	In use 2015-2019 inc. Destroy 2020/21	In use	No	
MTMTE Staff Team recruitment info	Candidate applications for MTMTE Staff Team posts and their details	M:\PRIVATE\DNPA\HR\Recruitment	Mark Allott (Moor than meets the eye Scheme Manager)	6	Yes	5. Necessary for the performance of a contract	Mark Allott - via PRIVATE network	DNPA HR	Emails, MS Word docs, PDFs	In use 2015-2019 inc. Destroy 2020/21	In use	No	
Ad-hoc contact lists	Day-to-day contact	T:\03 Delivery	Mark Allott (Moor than meets the eye Scheme Manager)	< 200	Yes	6. Consent	MTMTE staff team, read only by DNPA employees	MTMTE Staff Team	Various hard and soft copy	In use 2015-2019 inc. Destroy 2020/21	In use	No	



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	Mailchimp newsletter distribution list	Contains subscriber email addresses	Via MTMTE Mailchimp account	Mark Allott (Moor than meets the eye Scheme Manager) - Managed by Andy Bailey	< 500	Yes	6. Consent	Andy Bailey	None	Online database	In use 2015-2019 inc. Destroy 2020/21	In use	Yes
	Unknown	Personal and financial data collected during the Scheme's Development Stage (pre 2015)	\\dnp4\MTMTE\folders\01 Feasibility and 02 Development	Alison Kohler (Director of Conservation & Communities)	unknown	Yes	2. Protection of vital interests of the data subject	MTMTE staff team, read only by DNPA employees	None	Various hard and soft copy	31/12/2026 (7yrs post Scheme Completion)	Archived	Yes
	Salary budget estimates	Payroll information for MTMTE Staff Team, for budgeting purposes	..\..\PE1\Salary Budget Estimates as at May 2015.xlsx	Mark Allott (Moor than meets the eye Scheme Manager)	5	Yes	5. Necessary for the performance of a contract	Mark Allott	None	Spreadsheet	In use 2015-2019 inc. Destroy 2020/21	In use	Yes