



# Information Asset Register (Rangers)



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?
	Contact Books (Paper based)	Readily accessible contact information for people that rangers are dealing with on a regular basis	Held securely in ranger vehicles	Simon Lee (Ranger Team Manager)	< 1000	Yes	6. Consent	Ranger Service Only	None	Paper address books	Checked at least every five years and unused contact removed/updated	In use	Yes
	Animal Marking Database	List of stock markings, and the contact details for the farmers/owners of the livestock. Supplied by Commoners Council	S:\Animal markings	Simon Lee (Ranger Team Manager)	<500	Yes	6. Consent (Provided to Commoners Council not DNPA)	All DNP Staff	None	Access database	Data re-supplied by Commoners Council at least every three years	In use	No
	Roborough Rock Volunteers	Contact details for group of volunteers that do regular work in the Robrough area	Exchange Public Folder	Simon Lee (Ranger Team Manager)	<100	Yes	6. Consent	ARoberts, PGlanville, EBriens Only	None	Outlook contacts	Current volunteers only	In use	No
	Voluntary Wardens	Contact details for current voluntary wardens	T:\PRIVATE\Current Voluntary Wardens.xls	Simon Lee (Ranger Team Manager)	<100	Yes	6. Consent	Ranger Service Only	None	Excel spreadsheet	Current voluntary wardens only	In use	Yes