



Information Asset Register

Planning



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?
	Statutory Register of TPOs	Register approved works to trees with a TPO (available for public inspection), including name and addresses of applicants	Paper File in Room 7	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 2,500	Yes	1. Legal Obligation	Publically available	Publically available	Paper file	Applications removed after two years, but register retained in perpetuity.	In use	Yes
	PACS - Development Management Register	Stores all data relating to Planning Applications, including Applicants, Agents, Consultees and Third Parties	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management)	< 34,000	Yes	1. Legal Obligation	Password Protected (All Planning Staff)	Subsets of data available publically through the website	Database	Personal data in statutory register in perpetuity. Third party correspondence 4 years + current year	In Use	Yes
	iDOX - Development Management Case Files	Stores all documents relating to Planning Application cases	iDOX Document Management System	Chris Hart (Head of Development Management)	< 21,000	Yes	1. Legal Obligation	Password Protected (All DNP Staff)	Subsets of data available publically through the website	Scanned documents	Correspondence 4 years + current. All other document types in perpetuity	In Use	Yes
	Development Management Paper Case Files	Stores all documents relating to Planning Application cases	Filed in the basement	Chris Hart (Head of Development Management)	< 4,000	Yes	1. Legal Obligation	Secure store area (All DNP Staff)	Subsets of data available publically through the website	Paper documents	4 years + current year	Archive	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?
	PACS - Enforcement Register	Stores all data relating to Enforcement cases including Land Owner, complainants, third parties	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management)	< 9,000	Yes	1. Legal Obligation	Password Protected (All Planning Staff)	None	Database	Complainant data 4 years + current year. Interested parties (inc Land Owner) 10 years + current year	In Use	Yes
	iDOX - Enforcement Case Files	Stores all documents relating to Enforcement cases	iDOX Document Management System	Chris Hart (Head of Development Management)	< 5,000	Yes	1. Legal Obligation	Password Protected (All DNP Staff)	None	Scanned documents	10 years + current year	In Use	Yes
	Enforcement Paper Case Files	Stores all documents relating to Enforcement cases	Filed in the basement	Chris Hart (Head of Development Management)	< 3,000	Yes	1. Legal Obligation	Secure store area (All DNP Staff)	None	Paper documents	10 years + current year	Archive	No
	PACS - Appeals Register	Stores all data relating to Planning and Enforcement Appeals, including Applicants, Land Owners, Agents, Complainants, Consultees and Third Parties	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management)	< 2,000	Yes	1. Legal Obligation	Password Protected (All Planning Staff)	Subsets of data available publically through the website	Database	Personal data in statutory register in perpetuity. Third party correspondence 4 years + current year	In Use	Yes
	PACS - Minerals Monitoring Register	Stores all data relating to Minerals Monitoring Cases	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management)	< 10	No	1. Legal Obligation	Password Protected (All Planning Staff)	None	Database	In perpetuity (Business details only)	In Use	Yes



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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?
	PACS - Pre-Application Case Register	Stores all data relating to Planning Applications, including Applicants, Consultees and Third Parties	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management)	< 10,000	Yes	1. Legal Obligation	Password Protected (All Planning Staff)	None	Database	All personal data 3 years + current year	In Use	Yes
	Pre-application Paper Case Files	Stores all documents relating to Pre-application cases	Filed in the basement	Chris Hart (Head of Development Management)	< 3,500	Yes	1. Legal Obligation	Secure store area (All DNP Staff)	None	Paper documents	3 years + current year	Archive	No
	PACS - Register of Applications for Works to Trees	Stores all data relating to Applications for works to trees, including Applicants, Agents, Land Owners, Contractors, Consultees and Third Parties	SQL Database <pacsV6> on DNP9	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 1,000	Yes	1. Legal Obligation	Password Protected (All Planning Staff)	None	Database	Record including applicant details retained in perpetuity, but 3rd party details removed after 4 years + current year	In Use	Yes
	Works to Trees Paper Case Files	Working copy of casefile for all works to Trees, including correspondence, up to determination	Paper file in Room 1	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 2,500	Yes	1. Legal Obligation	All Planning Staff	Parish Councils	Paper files	Paper records destroyed after determination, and scanning into iDOX	In use	Yes



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	Development Management Contact List	Contact details for subscribers to the Weekly List	Exchange / Outlook Public Folder	Chris Hart (Head of Development Management)	< 100	Yes	6. Consent	All DNP Staff	None	Outlook contacts	No longer than 3 years (contact all at least every 3 years)	In Use	Yes
	Hedgerows Regulations Paper Files	Working copies of files containing notifications of removal of hedgerows	Paper file in Room 1	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 100	Yes	1. Legal Obligation	All DNP Staff	Parish Councils / Public (On request)	Paper files	Notices retained in perpetuity. All correspondence deleted after 2 years	In Use	Yes
	Original TPO Designations	Copies of the TPO orders	Paper	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 250	Yes	1. Legal Obligation	All DNP Staff	None	Paper files	In perpetuity	In Use	Yes
	Works to Trees and Hedgerows	Archive of determined casefiles relating to works to trees and hedgerows	iDOX Document Management System (Central filing / TRE / Statutory tree consultations)	Chris Hart (Head of Development Management) - managed by Brian Beasley	< 2,500	Yes	1. Legal Obligation	All DNP Staff	None	Scanned documents	Third party correspondence 4 years + current. All other document types in perpetuity	Archive	Yes