



Information Asset Register

Forward 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	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?
	Local Plan Consultee Database	List of statutory consultees, local contacts, organisations, businesses, agents and private individuals, who we are either required to consult, or have requested to be consulted on the Local Plan.	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 500	Yes	1. Legal Obligation	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 5 years	In Use	Yes
	Local Plan Consultee Mailing List	Contact details for individuals that wish to receive emails keeping them up to date with the Local Plan Review	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 500	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 5 years	In Use	No
	Management Plan Consultee Mailing List	Contact details for individuals that wish to receive emails keeping them up to date with the Management Plan Review	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 400	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 3 years	In Use	No
	Next Generation Survey Mailing List	Contact details for young people who would like to be involved in the Next Generation Manifesto	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes	6. Consent	Password Protected	None	Excel	No longer than 3 years	In use	No
	Representations on the Management Plan	Comments received from private individuals, parish and town councils and delivery partners on the Management Plan, including their Names, age ranges and postcodes.	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 400	Yes	6. Consent	PRIVATE folder (Forward Planning Staff only)	None	Excel	No longer than 3 years	In Use	Yes



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Self Build Register	A statutory register required by the Self and Custom Housebuilding Act 2015 and subsequent Regulations. A list of people who wish to register an interest in self/custom build development within our LPA area.		<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes (inc Financial)	1. Legal Obligation	Password Protected	DCT & Housing Authorities	Excel	No longer than 3 years	In Use	Yes
Qualified Person Questionnaires	Information provide by a private individual, seeking confirmation of whether they meet the criteria of being a 'qualifying person' and can therefore occupy an affordable housing with an occupancy restriction on it.		<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 100	Yes (inc Financial)	1. Legal Obligation	None	None	Word documents and PDFs	No longer than 1 year after decision issued	In Use	Yes
Representations on the Local Plan	Comments received from statutory consultees, agencies and organisations, local authorities, interest and amenity groups, businesses, agents, landowners and private individuals, on the draft stages of the Local Plan		<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 250	Yes	1. Legal Obligation	Password Protected	None	Access db	No longer than 6 years	In Use	Yes
Land Availability Database	A list of sites, the attributes, ownership, and any agent working on behalf of the landowner, in order to identify suitable, available and achievable land for development as required by the National Planning Policy Framework.		<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 250	Yes	1. Legal Obligation	Password Protected	None	Excel	No longer than 5 years	In Use	Yes



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Dartmoor Communities Fund	Contact details for grant applicants, and supporting documentation	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 200	Yes (inc. Financial)	5. Necessary for the performance of a contract	Forward Planning staff + Julie Colliety only	None	Spreadsheets and electronic documents	6 years + current year	Archive	Yes	
Dartmoor Community Support Network	List of businesses and social enterprises and community groups and their contact details.	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	< 300	Yes	6. Consent	Forward Planning staff	None	Excel	No longer than 3 years	In use	No	
WeAreDartmoor Campaign	A list of contact details, information and photos for publication as part of a social media campaign around supporting local businesses	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	<50	Yes	6. Consent	Forward Planning staff + Claire Partridge	None	Excel	<1 yr (will be retained to the end of the campaign)	In use	No	
Forward Planning issues mailing list	Mailing list of contact details of architects and planning agents want to be kept informed about issues relating to Forward Planning	<REDACTED>	Dan Janota (Head of Forward Planning & Economy)	<100	Yes	6. Consent	Forward Planning staff	None	Excel	No longer than 3 years	In use	No	