



Information Asset Register

Resources



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?
	FINEST - Register of Entities	Contact details and financial details for debtors and creditors	System hosted at DCC	Donna Healy (Head of Business Support)	< 6,000	Yes	5. Necessary for the performance of a contract	All Spending Officers	DCC Finance Team & Finest Helpdesk	Database	In Perpetuity?? ?	In Use	Yes
	SagePay - Electronic Payments System	Contact details and financial details for anyone making an electronic payment	System hosted by third party provider (SagePay)	Donna Healy (Head of Business Support)	< 2,000	Yes	5. Necessary for the performance of a contract	Password Protected (Finance Staff)	None	Online system	???	In Use	Yes
	Access & Management Agreement Register	For managing payments associated with Access & Management Agreements	T:\PUBLIC\AA&MA\AA&MA 2017-18.xlsx	Donna Healy (Head of Business Support)	< 100	Yes	5. Necessary for the performance of a contract	Password Protected (Finance & Access and Recreation Staff)	None	Excel	6 years + current year	In Use	Yes
	Register of GPC Cards	Personal details of staff who hold GPC cards	Paper file in locked cupboard in finance office	Donna Healy (Head of Business Support)	< 50	Yes	5. Necessary for the performance of a contract	Finance Staff Only	Barclays Bank	Paper File	6 years + current year	In Use	Yes
	Travel Claim Forms	Personal details of staff making claims for travel and expenses	Paper file in locked cupboard in finance office	Donna Healy (Head of Business Support)	< 2,000	Yes	5. Necessary for the performance of a contract	Finance Staff Only	DCC Payroll	Paper File	6 years + current year	In Use	Yes
	Members Expenses Claim Forms	Personal details of Members making claims for travel and expenses	Paper file in locked cupboard in finance office	Donna Healy (Head of Business Support)	< 500	Yes	5. Necessary for the performance of a contract	Finance Staff Only	DCC Payroll	Paper File	6 years + current year	In Use	Yes
	Corporate Contacts	Address book of contact details for Corporate Contacts	Exchange Public Folder	Donna Healy (Head of Business Support)	<1000	Yes	6. Consent	All DNP Staff	None	Outlook	No longer than 3 years (All contacted at least every three years)	In Use	Yes
	Address Labels	Rangers, Members and Parish Clerks address label sheets	T:\Labels\Spreadsheets	Donna Healy (Head of Business Support)	<150	Yes	5. Necessary for the performance of a contract 6. Consent	All DNP Staff	None	Excel, Word	Current Only	In Use	Yes
	National Park Forum	List of members of the National Park Forum and contact details	T:\Labels\Spreadsheets\DN PA Forum	Donna Healy (Head of Business Support)	<200	Yes	6. Consent	All DNP Staff	None	Excel	Current Only	In Use	Yes
	Future of Farming Contact List	Contact details for people involved in the Future of Farming project	Exchange Public Folder (Stored within Corporate Contacts)	Donna Healy (Head of Business Support)	<25	Yes	6. Consent	All DNP Staff	Shared with all contacts within the project	Outlook	Delete after Dec 2020	Archive	No



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	FOI Request Database	List of FOI requests and responses	U:\Legal\Section Files\FOIA EIR & DP\Requests\FOI Request Log.xlsx	Donna Healy (Head of Business Support)	< 500	Yes	1. Legal Obligation	All staff	None	Excel	3 years from closure of request	In Use	No
	Subject Access Requests database	List of Subject Access requests and responses	U:\Legal\Section Files\FOIA EIR & DP\Requests\Subject Access Request Log.xlsx	Donna Healy (Head of Business Support)	<10	Yes	1. Legal Obligation	All staff	None	Excel	3 years from closure of request	In Use	No
	PROW Consultation Contact List	For consulting on ROW designations/diversions/etc	U:\Legal\Section Files\Template\PROW\PRO W d007 data.docx	Donna Healy (Head of Business Support)	< 50	Yes	1. Legal Obligation	All staff	None	Word	Updated annually	In Use	No
	Contracts Register (Electronic)	Register of copies of contracts and agreements	iDOX Document Management System	Donna Healy (Head of Business Support)	< 1,000	Yes	5. Necessary for the performance of a contract	All staff	Documents shared through website	PDF	6 years after end of contract/agreement	In Use	Yes
	Contracts Register (Paper)	Register of copies of contracts and agreements	locked fire proof cabinet in main meeting room	Donna Healy (Head of Business Support)	< 1,000	Yes	5. Necessary for the performance of a contract	Legal staff only	None	Paper copies	6 years after end of contract/agreement	In Use	No
	Public Speaking lists	Register of people who have required to speak publically at a public meeting of the Authority	U:\Legal\Section Files\Member services\Authority, DM & AG&G\Speaker List	Donna Healy (Head of Business Support)	<250	Yes	1. Legal Obligation	All DNP Staff	None	Word	Current year only	In use	Yes
	Section 106 Agreement Register (Paper)	Register of Planning Obligations made under a Section 106 Agreement of the Town & County Planning Act 1990	Locked fire proof cabinet in main meeting room	Donna Healy (Head of Business Support) managed by Claire Fairhall	< 1,000	Yes	1. Legal Obligation	Legal staff only	Land Charges departments at TDC, WDBC, SHDC, MDDC	Paper	In Perpetuity	In use	Yes
	Section 106 Agreement Register (Electronic)	Register of Planning Obligations made under a Section 106 Agreement of the Town & County Planning Act 1990	iDOX Document Management System	Donna Healy (Head of Business Support) managed by Claire Fairhall	< 1,000	Yes	1. Legal Obligation	All DNP Staff	Redacted copies shared on the Authority website as part of the Planning Files	PDF	In Perpetuity	In use	Yes