



Information Asset Register

Ecology & Archaeology



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?
	Scheduled Ancient Monuments (Paper Files)	Schedules containing legal descriptions of 'Scheduled Ancient Monuments', containing contact details of monument owners	Paper files on shelf in Room 1	Chris Giles (Head of Conservation & Land Management)	< 1,500	Yes							
	Archaeological Volunteers Spreadsheet	Contact details for volunteers interested in participating in Archaeological works	LBray\PRIVATE\Volunteers	Chris Giles (Head of Conservation & Land Management) - managed by Lee Bray	< 100	Yes	6. Consent	Lee Bray only	None	Excel	Deleted when they cease to be a volunteer	In use	No
	Historic Environment Record (inc Sources)	Record of sites with some Historic Interest. May contain some contact details on very old records.	SQL database stored in the cloud with ESDM	Chris Giles (Head of Conservation & Land Management)	< 20,000	No							
	Local History Day Contacts	Management of annual Local History Day	Pbailey\PRIVATE\Local History Day Contacts.xlsx	Chris Giles (Head of Conservation & Land Management)	< 100	Yes	6. Consent	PBailey Only	None	Excel	Checked annually	In Use	No
	FEPS	Record of management advice to Land Owners in association with HLS Agri-environment scheme	T:\FEPS	Chris Giles (Head of Conservation & Land Management)	< 300	Yes	1. Legal Obligation (Statutory consultation)	All DNP Staff	None	Emails, documents, etc			
	HER Enquiries	Enquiries from 3rd parties in relation to records in the HER	T:\HER	Chris Giles (Head of Conservation & Land Management) - managed by Alex Richards	< 100	Yes	6. Consent	All DNP Staff	None	Emails, documents, etc	No longer than 2 years	Archive	No

Lee Bray to redact personal data from the files, and then remove this entry from the register

Personal details are redacted from historic records whenever they are found. No new records are created which contain any personal data

All personal information to be redacted within 12 months



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	Research Framework Consultees	List of people involved in Dartmoor's Historic Environment Research Framework	LBray\PRIVATE\Research Framework	Chris Giles (Head of Conservation & Land Management) - managed by Lee Bray	< 100	Yes	6. Consent	Lee Bray only	None	Excel	Delete at end of project (April 2019)	In use	No