

Developing an information asset register from scratch

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Developing an information asset register



Why develop an information asset register?

- Why not before now?
 - Not covered by Crown Copyright
- GDPR Article 30 requirements
- Internal requirements
 - Data Licences agreements
 - Secure destruction
 - Better records management

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Article 30 requires:

Each controller and, where applicable, the controller's representative, shall maintain a record of processing activities under its responsibility. That record shall contain all of the following information:

- the name and contact details of the controller and, where applicable, the joint controller, the controller's representative and the data protection officer;
- the purposes of the processing;
- a description of the categories of data subjects and of the categories of personal data;
- the categories of recipients to whom the personal data have been or will be disclosed including recipients in third countries or international organisations;
- where applicable, transfers of personal data to a third country or an international organisation, including the identification of that third country or international organisation and, in the case of transfers referred to in the second subparagraph of [Article 49\(1\)](#), the documentation of suitable safeguards;
- where possible, the envisaged time limits for erasure of the different categories of data;
- where possible, a general description of the technical and organisational security measures referred to in [Article 32\(1\)](#).

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How did we go about creating the IAR?

- Checked TNA guidance
- Looked at other examples. What was useful to us? What was worth borrowing?
- Developing the specification
- Refining what the fields should be called
- Getting sign off through the committees

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Our IAR includes:

- Core fields – name, owner, description, retention
- Information Security fields – access, classification, security measures
- Business continuity fields – risks to asset, support contacts, backup
- Data protection fields – what sort of personal data, lawful basis, data processor
- Publication fields – is the asset published and if so where
- Data licence agreements – restrictions of use, renewal date
- Systems/unstructured collections

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Asset Type	Asset Name	Asset Description	No. of Records	Retention	Retention Trigger	Location	Asset Platform	Owner	Business Area	Data Collection Activity
Physical, Electronic, Database, Office PC, Mobile Device	What is the asset called. Sometimes this will be a database name e.g. SITS, sometimes it will be a description of a collection e.g. personnel files.	Short description of what information the asset contains	How many records are held within the asset? This may be shelf metres, number of records in a database, size in KB/GB/TB, etc	How long should the information asset be kept - NOTE Permanent should only be used on guidance of LSE Archivist	What causes the disposal/archiving of the information asset	Where is the information asset? In general, we would want a specific room number or drive or cloud storage name.	What software manages the information asset e.g. Oracle, proprietary system and/or the format e.g. Word, Excel	Who is responsible for managing the information asset	Department/ Division/ Centre and sub team if necessary	E.g. ongoing, ceased
Electronic	Data Protection request case files	The case files for DP requests, organised by DP number	26.2MB	7 years	Last action on case file	P Drive	Mainly Word, some Excel, pdf and email	Rachael Maguire	Secretary's Division, Legal Team	Ongoing

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Getting the IAR filled out

- Provided a template, guidance and meetings
- Original target was end January
- Not quite finished yet, but getting there

Quality of responses

- Retention periods, asset size, lawful basis

Still haven't tackled research data yet

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Next steps

- Where are we keeping the data gathered?
- Spreadsheet, SharePoint or database?
- How will we keep it updated?

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