YOUR LOGO HERE

## [Company Name]

## **Information Asset Register**

A record of where data assets are stored within your practice to assist if a data subject exercises their rights under the GDPR.

Last Updated:	dd/mm/yy	
	Diament .	
By:	[Name]	

Asset number or ID	Description of asset	Location	Source of data	Owner	Volume	Data type	Access controls	Shared	Format	Purpose for processing	Applicable ground for processing	Published	Retention	Risk or Impact
A unique number of the particular item.		Physical or Electronic or elsewhere				The type of data (personal, sensitive or both)	Who has acess to this data?	Who is this data shared with?	What format is the data in? For example: Printed, Electronic, ePractice, Cabinet A	Describe what the purpose for processing this data is	State the applicable ground for processing this data/asset. Processing conditions are outlined within the Guide.	Is this data publshed?	How long are you retaining this particular data for?	Describe what the risk or imact would be of this data.
E.G 001	X-ray scans	Physical	Hospital X	Practice owner	15 indiviual patient scans	Sensitive	Practice owner and patient if requested	Shared with individual patient and hospital where necessary	Printed scans in cabinet A	To maintain a record of a patients health history when X-ray scans are carried out	Medical purposes 7 (1) The processing is necessary for medical purposes and is undertaken by— (a) a health professional, or (b) a person who in the circumstances owes a duty of confidentiality which is equivalent to that which would arise if that person were a health professional. (2)	No	On-going	Loss of confidentiality Loss of integrity Loss of availibility