

1 Asset/Project Information

1.1 What is the asset name?

Response

Other

1.2 Provide a short description of the asset

What is the asset used for?

Response

Not Answered

1.3 Information Asset Owner

Please select the name of Information Asset Owner. The IAO is responsible for ensuring that specific information assets are handled and managed appropriately.

Please enter the email address of the member of staff if they can't be selected from the drop down list.

Response

Not Answered

1.4 Information Asset Administrator

Who is the Information Asset Administrator? IAA is the individual responsible for the day to day management of the information asset.

Please enter the email address of the member of staff if they can't be selected from the drop down list.

Response

Not Answered

1.5 Please select the type of asset

Answer hint:

Application Software

Software designed to assist users in delivering a front-line or back office business function. It may be a web-based, such as ESR or RIO, or installed on a PC, such as Microsoft Office.

Databases

Specialised software specifically designed for storing large amounts of data for processing by other applications. They may be located on central BCHC IT or third-party suppliers systems, or on PCs running e.g. Microsoft Access

Electronic File\Folders

Information stored on central BCHC IT or third-party suppliers systems known as file servers. They may be accessed from e.g. Windows Explorer on a PC or through a web-based browser.

Paper File\Folder

For example, Staff HR files which are kept in a locked filing cabinet.

System

This usually refers to the computers upon which application software runs but is sometimes used to refer to both the computer AND the application software running on it e.g. the 'accounting system'. Those responsible for maintaining the 'system' may not necessarily be the same as those with knowledge of the software application running on it.

Other

If the asset you are seeking to add to the register does not easily fit into any of the above categories, or does fit into a category but requires further clarification, please select this option and add details in the free-text field below.

Response

Not Answered

1.6 **Is this an internal or 3rd party asset?**

An 'internal asset' may be an asset that is fully controlled by, or was developed by the organisation. A third-party asset might be an application the organisation is licensed for a specific use.

Response

Not
Sure

Not
Applicable

1.7 **Who is the third-party vendor/processor who manages this asset?**

Please select the third-party organization that is the managing entity or provider of this asset.

Response

Not
Sure

Not
Applicable

Other

1.8 **Who is the System/Application Owner?**

For example, this is the Director of the service for which the system was procured and who's data it is processing.

Please enter the email address of the member of staff if they can't be selected from the drop down list.

Response

Not
Applicable

1.9 **Please identify the geographical location where the data is being held?**

Please select the physical or data hosting location of the asset.

Response

Not Answered

1.10 **Data Host Type**

e.g. if the hardware used to support this asset exists on BCHC's property, this would be considered 'on-premises'.

Response

Not
Sure

Not
Applicable

1.11 **Who is the hosting provider?**

This is the company that is providing the cloud-based storage of data for this asset.

Response

Not
Sure

Not
Applicable

1.12 **Storage format used**

In what form is data stored in this asset? Please select relevant option.

Response

Not Answered

1.13 **Storage Location**

Please enter the location of the information asset e.g. file pathway or office location

Response

Not Answered

2 Data Processing

2.1 Does the asset hold personally identifiable information (PII)?

Response

Not Answered

2.2 If yes, what personal data is processed by this asset?

Please select the types of individuals and data elements that this asset processes whether by collecting, storing, accessing, etc.

Response

Not Answered

2.3 What processing activities does this asset support?

Please select the processing activities that this asset supports—e.g., by collecting, storing, or accessing the data in order to support or execute an activity.

Response

Not
Sure

Not
Applicable

Other

2.4 Number of data subjects

State the number of data subjects whose data is stored in the asset

Response

Not Answered

2.5 Will you be processing the data of children?

Response

Not Answered

2.6 Will you be processing the data of vulnerable or high risk individuals?

Response

Not Answered

2.7 Will monitoring or surveillance of people be undertaken by this asset?

Response

Not Answered

2.8 Describe the data retention time limits:

Taking into consideration the nature and profile of the information assets being processed how long will the data need to be held prior to its destruction.

Response

Not
Sure

Not
Applicable

2.9 What is the process for archiving this information asset?

Please describe how this information asset will be archived.

Response

Not Answered

2.10 Please describe how this asset will be archived?

Response

Not Answered

2.11 **How is the data to be destroyed at the end of its scheduled retention period?**

Please select an option

Response

Not Answered

3 Security

3.1 **Organisational security measures**

Please choose from the following, and/or add your own.

Response

Not Answered

3.2 **What technical security measures protect the data?**

Please choose from the following, and/or add your own.

Response

Not
Sure

Not
Applicable

3.3 **Please identify the specific intended process to be deployed for anonymisation or pseudonymisation.**

Response

Not Answered

4 Risks

4.1 **What are the risks associated with this asset?**

Response

Financial

Geographical

Operational

Privacy

Regulatory/Compliance

Reputational

Security

Strategy

5 Additional Information

5.1 **Please provide your contact number**

Response

Not Answered

5.2 **Please provide any additional information here.**

You're done! Please click on the 'submit' button if you have completed the form and this will send a notification to your chosen approver so that they can review the assessment.

If you would like to save progress and return to the form before submitting, please click on 'save and exit' .

Thank you.

Response

Not Answered