

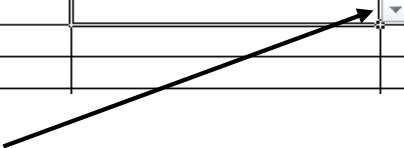
Guidance to the Information Asset Register spreadsheet.

Appendix 1 – CPG50g

Further to the email, here is a step by step guide on how to complete the spreadsheet column by column.

How to choose from the drop down menu – if you click on the cell in which you would manually input your information, there will be a little arrow appear on the right hand side of the cell. Click on the arrow and the options shall appear...

| INFORMATION ASSET REGISTER | | | | |
|--|---|---|--|-----------------------------------|
| Name of Information Asset Owner (IAO) <i>Associate Director / Equivalent (No drop down)</i> | Name of Information Asset Administrator (IAA) <i>Delegated Staff Member (No drop down)</i> | Directorate <i>(Please select from the drop down list)</i> | Owner Department/Team <i>(No drop down)</i> | Location <i>(No drop down)</i> |
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Once you have clicked on the cell the dropdown will appear on the right hand side of the cell.

Column A: - (IAO) this will be the Associate director or equivalent

Column B: - (IAA) this is the name of the staff member completing the spreadsheet that has been delegated by the IAO

Column C: - (Directorate) Here if you click on the drop down box where an arrow shall be displayed on the right hand side, you can then choose from the list given as to what is relevant.

Column D: - (Owner team/department) this is the name of the IAO Department and team. Please select from drop down.

Column E: - (Location) this is the location of the team/department

Column F: - (Type of master asset) uses the drop down and chooses as appropriate.

Column G: - (Name of asset) this is the name of the asset e.g. IG incident files

Column H: - (Details of asset) this is a short description of what the asset is e.g. IG incidents reported by staff

Column I: - (storage) this is information where the asset is stored. Select appropriate drop down

Column J: - (information asset contains) Please select appropriate drop down

Column K: - **(Retention period)** Please select option from drop down

Column L: - **(usage)** how often is the asset used. Please select from drop down

Column M: - **(disposal method)** Please select option from drop down

Column N: - **(Criticality)** Protection against disruption

Column O: - **(Notes)** any additional notes

SAMPLE ONLY