

Information Asset Register Project



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What is an Information Asset

An information asset is a discrete collection of data or information, stored in any manner, which is recognised as valuable to the organisation.

The Victorian Government Information Asset Custodianship Standard (IM/STD/01)

The screenshot displays the 'aUTHORITY' website interface. At the top, there is a navigation bar with 'Dashboard' and 'Sitemap' links. Below this is a 'Main Menu' section with a tree view containing 'Customer Services', 'Corporate Services', 'Name and Address', 'Processing', and 'Reports'. A blue arrow points to the 'Name and Address' item. To the right of the menu is a 'NAR Enquiry' link. Below the menu are two tabs: 'Main Details' and 'Further Details'. The 'Main Details' tab is active, showing a form with the following fields:

Address		Phone/Fax	
House Number	<input type="text"/>	Home Phone 1	<input type="text"/>
Street Name	<input type="text"/>	Home Phone 2	<input type="text"/>
Type	<input type="text"/>	Mobile Phone	<input type="text"/>
Suburb	<input type="text"/>	Business	<input type="text"/>
Post Code	<input type="text"/>	Business Ext	<input type="text"/>
DPID	<input type="text"/>	Business Fax	<input type="text"/>
		Business Mobile	<input type="text"/>

Examples

- ✓ Software Source Codes
- ✓ Procurement Records
- ✓ Complaints Database
- ✓ Family Client Files
- ✓ Local Laws
- ✓ Infringement Images
- ✓ Employee Related Information
- ✓ Schemas
- ✓ Data Modelling Diagrams
- ✓ Third party use of / shared Information
- ✓ Weeds Register
- ✓ Fleet Records
- ✓ Social Media

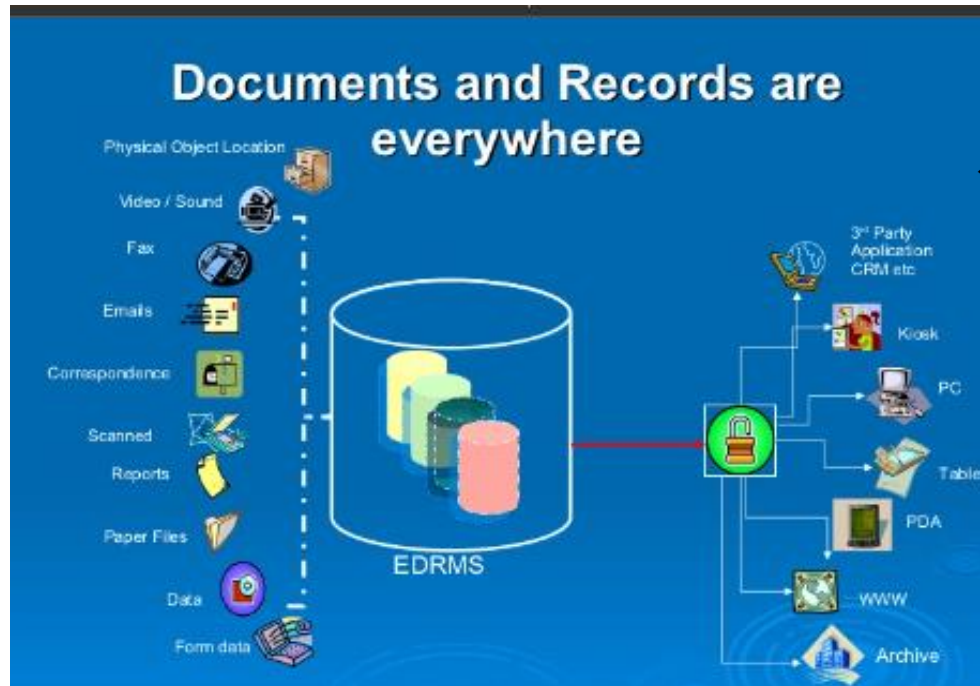
Why do we need an Information Asset Register?

✓ To identify where our significant Information Assets are located?

✓ To Identify what we have that needs to be managed?

✓ To understand how they need to be managed?

- Legislation
- Availability
- Confidentiality
- Integrity



✓ To understand the risks associated with each Information Asset

✓ To understand who has custody of our Information Assets?



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How should Assets be maintained? (Vehicle Vs Information)

	Vehicle	Information
Acquisition	<p>Buy/Lease /Tender</p> <p>Acquisition of vehicles and vehicle accessories</p> <p>Motor vehicle supply contracts</p> <p>Custodian</p> <p>Responsibility/Accountability</p>	<p>Acquire new systems to</p> <p>Create/Borrow/Share information</p> <ul style="list-style-type: none"> - Duplicate information - Absence of Custodianship - Absence of Responsibility Matrix
Annual Maintenance	<p>Check oil, brakes, Lease renewals, Repairs and Preventative Maintenance</p>	<p>Security classification</p> <p>Access rights</p> <p>Legislative obligations</p> <p>Ensure currency</p>
Insurance	<p>Theft/Misuse/Replacement Cost depending on value</p> <p>Record insurance claims for damage to vehicles.</p>	<p>Vital Records /significant assets</p> <p>Business Continuity Plans</p> <p>Disaster Recovery Plans</p>
Compliance	<p>Ensure organisation meets compliance with regulatory standards</p> <ul style="list-style-type: none"> - Modifications to manufacturer's delivered vehicle 	<p>Public Records Act 1973</p> <p>Privacy Act</p> <p>Data Protection Act</p> <p>Other state legislative obligations</p>

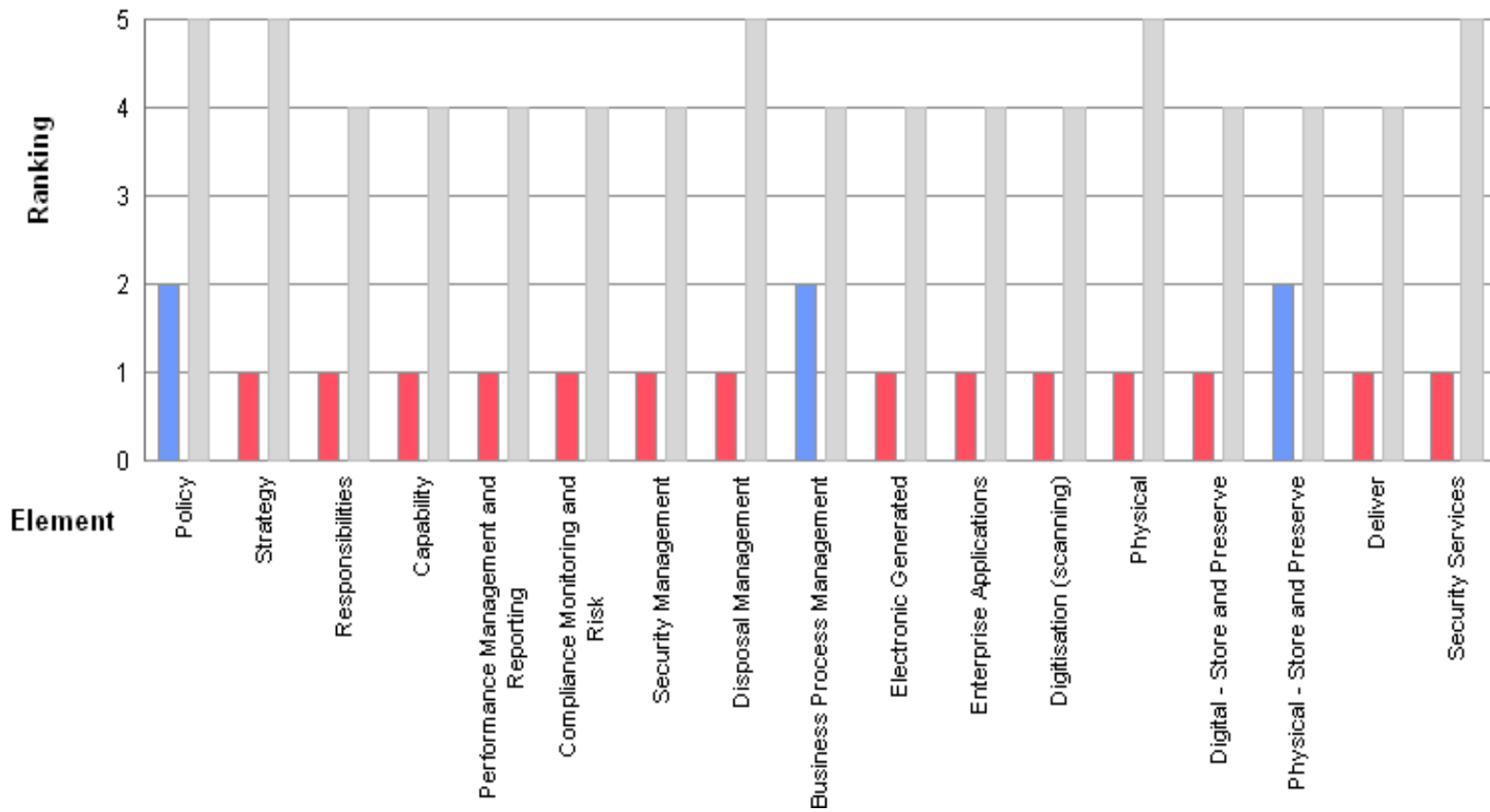


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How should Information Assets be maintained?

	Vehicle	Information
Risk	Minimize chance of accident thru' training (license to drive, Driving Policy)	Records Management Training - accidental release - loss of confidentiality - loss of integrity - loss of availability (discoverability)
Security	Secure vehicles – Locked away and access control	Protect information - Securely house - Reduce access to sensitive information
Authorisation (Who can use?)	Authorising the use of vehicles -Permission to use private vehicles for official business -Permission to undertake maintenance and repairs -Permission for home garaging of vehicles	Access to People with need to know only -Information Security Framework -Information Security Policy
Audit Trail/ Record history	Record people who drove (in case of speeding ticket, accident, including e-tags, toll way required to support the fleet management process)	Information Asset Custodian Information Asset Creator Publisher, Viewer, Reviewer Information Asset Container
Disposal	Vehicles no longer required by the organisation disposed off by transfer, auction, exchange,	Records need to be -Appraised

Where we want to be?



Adhoc Managed Standardised Predictable Optimised Expected Ranking

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What are our objectives to get there?

- Establish a register of all information assets
- Allow for custodianship model
- Inform future decision making
 - Systems acquisitions
 - Identify Information that is critical for services
 - Remediation work to improve information management practices
 - Development of Information Security Policy and Classification Framework
- Reduction of duplicate information systems/information



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Glimpse of an Information Asset Register

Business Details

Business Area
Business Rating
Critical Function
Department

Asset Details

Asset Creator
Asset Owner
Asset Type
Audience
Format
Frequency of Updates
Information Asset ID
Information asset name
Initial Intent
Legislation - The specific legislation which requires the record to be created or provided
Original acquisition/ creation date
Originating Source
Point of contact - key creator, user, manager of information?
Publisher
Role of the agency
Scope of Use

Asset Container

Asset Detailed Information
Location - Name of business process supporting applications and systems used to capture information
System Custodian
System Custodian Position
System Name

Access and Security

Access Constraints
Access Rights
Are these records vital to the operation of the organisation? If so why?
Risk Profile
Use constraints
What could be the impact to the business if these records were compromised?

Asset History

Major Maintenance History
Retirement Details

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Glimpse of an Information Asset Register

Business Impact Assessment

- Current Likelihood
- Consequence if Information Asset is Breached
- Cost and time to implement
- Current consequence
- Current Mitigation / Control to Protect Information Asset
- Current risk rating
- Person Accountable for Information Asset
- Potential Threat Against Information Asset

Other Asset Attributes

- Cloud Computing Considerations
- Frequency of Usage or access pattern?
- Legacy Systems (electronic)
- Location
- Number of data instances
- Storage Format
- Volume number of objects and Date range of objects?

Classification Information

- Content Type
- Information Classification
- Information Exchange Capability
- Security Classification

Condition of the asset

- Business Impact
- Future Business Value
- Performance
- Technical Condition

Storage

- Digital Storage?
- Frequency of Usage or access pattern?
- Offsite Physical Arrangement - How are the records arranged? Chronologically, by property number etc
- Onsite Physical Arrangement - How are the records arranged? Chronologically, by property number etc
- Onsite Physical Location

Retention

- Activity Title
- Custody
- Function Title
- PROS Class Description
- PROS Class Number
- PROS Schedule Title
- Record Types
- Status
- Trigger

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Our Engagement

Engaged IM Consultant	Eassure Pty Ltd.
Executive	<ul style="list-style-type: none"> •Project Awareness •Communicating the message downwards
Managers	<ul style="list-style-type: none"> •Program Awareness •How this project will help business • Identify nominations in their areas for interview process
Coordinators/Subject Matter Experts	<ul style="list-style-type: none"> •Understand the key messages •Role and time commitment •Interviews (5, 7, 9, 13, 15 October 2015)
Present IAR to Executive	End November – Early December 2015
Information Management	IAR Hand over for ongoing maintenance



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Questions



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