

Attachment I: Information Asset Register Template Information Asset Register (IAR)	
Asset Information	
Asset Name	A simple way to identify the asset
Description	Brief description of what the asset is Detail on what the components of the asset are
Asset Status	Is this asset being actively updated? Has the asset been closed, what date was it closed?
Personal Data	Does the asset contain information which fall under The Personal Information Protection Act?
Sensitivity	Is the asset protectively marked?
Creation	Original creation date of asset, or date it was transferred into the organisation. Who created it, or who was it transferred from?
Date IAR reviewed	The date this entry on the IAR was last reviewed or updated
People	
IAO	Who is the Information Asset Owner?
Users	Who are the departments and third parties who use or access the asset?
Management	
Business Risk	Risks to the business FROM the asset? What would be the business impact of losing the asset? What would be the cost of replacing the information?
Business value	What is the value of the asset to the business, both the financial value and the use it delivers to the business?
Risk to the asset	What are the risks to the asset?
Retention period	The period it needs to be kept for and why
Disposal requirements	How must the asset be disposed of?
Usability requirements	
Find	How will you find the information? The granularity and depth of the search required will depend on the type of asset; it may involve finding the asset itself , searching within the asset for files, or searching within those files to find specific pieces of data
Access	Who can access the information and how? These requirements cover not only the security issues around people gaining access to restricted or private information, but also the opportunities for sharing information internally and more widely