

# CORPORATE POLICY INFORMATION ASSET REGISTER

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## Who and what is this Information Asset Register for?

This Policy is for those job roles identified as responsible for the Council's information assets at a corporate level and then delegated by business function to all information asset administrators. The Council defines its information assets as all data, information and knowledge generated, sent, received or used by it in the undertaking of its functions – whether it be delivering its services, formulating policy, holding meetings, managing budgets or monitoring projects. These information assets come in a variety of formats including paper records, electronic email, spread sheets, and data in business systems, audio and video recordings and web pages, which are held within a variety of technical and physical systems. All employees of Aberdeen City Council (ACC), its 3rd party contractors and Arm's Length External Organisations (ALEOS) are dependent on our information assets every day in order to do their jobs – the Council cannot function or meet its objectives without it.

Creating and maintaining an Information Asset Register (IAR) underpins the delivery of the Council's strategic information management objectives, as outlined in the Information Management Strategy, that our information is accessible, useable and reliable; available when, where and whenever it is needed to support core business.

The Council's Information Asset Register will record and maintain the key information required to monitor and manage improvement to the council's information management practice. For each of the Council's Information Assets, the Register will identify and maintain information in relation to:

- Purpose - the Information Asset Register will align to the council's corporate Business Classification scheme, so each Information Asset will be clearly linked to its business purpose.
- User - who created each Information Asset, and where the information came from, who owns each Information Asset, who uses the Information Asset, and any other stakeholders.
- Format & Location - the technical and physical systems and locations used to manage and store each Information Asset.
- Use – How the Information Asset is used, how is it searched for and located, how does it need to be used and understood and what assurances do we need to have about it?
- Value - the Information Asset Register will record what the value of each Information Asset is to the organisation, whether this is in financial or other terms.
- Risk – what are the key risks to the Information Asset?

This Policy recognises the value of our information assets and the importance placed on their proper management throughout its lifecycle as a vital corporate function. It defines the Council's framework for linking the relationship our information assets have to our business requirements. The Register will allow us to better understand and manage what our information assets are, who has access to them, how they are protected and what they are being used for.

### **Why do we need an Information Asset Register?**

The Council's Information Asset Register will provide the evidence base by which we can determine our high value, high risk Information Assets, align strategic resources accordingly, and make informed decisions about how we manage our information assets to reach maturity in the key areas outlined in the Corporate Information Management Strategy improvement programme primary domains, specifically:

- Business Continuity & Disaster Recovery

*The IAR will allow clear identification of where and how business critical vital Information Assets are held, through alignment of Information Assets to core functions using the corporate Business Classification Scheme. This will support both the targeted management of risks to business continuity, and the targeted planning for disaster recovery in relation to business critical Information Assets.*

- Culture, Training & Communications

*The IAR will allow appropriate information management training and awareness activities to be aligned to specific Information Asset user, owner and stakeholder groups, and prioritised according to identified levels of risk or value of an Information Asset.*

- Information & Records Lifecycle Management

*The IAR is a key tool in ensuring the appropriate management of Information Assets throughout their lifecycle. The IAR aligns to the corporate Business Classification Scheme to support consistent management of Information Assets in a way which supports fast and complete information retrieval. The IAR will allow for the consistent management and monitoring of appropriate access to, and security of each Information Asset. The IAR will link to the Corporate Records Retention and Disposal Schedule to ensure Information Assets are kept for as long as required, and disposed of appropriately at the right time.*

- Knowledge, Re-use & Performance

*The IAR will allow identification of potential areas where we can maximise the benefits we derive from our Information Assets, through intelligent re-use, improved knowledge sharing, proactive information publication, and a joined up approach to the management of all business information, allowing us to drive improvements in*

*performance which make for a better customer and staff experience. Risk and Governance*

*The IAR will allow us to understand what our information assets are, and who is responsible for them; what purpose they serve and whether they comply with all agreed business (value) and legislative (risk) compliance requirements.*

- Technical & Physical Systems Management

*The IAR allows clear identification of where our technical or physical systems will affect our Information Assets. Understanding where such technical dependencies exist allows for planned and proactive change management, where such change impacts the management of information assets, and supports the 'going forward' approach where Information Asset requirements inform specification for future technical and physical systems.*

Under the terms of the Public Records (Scotland) Act 2011, the Council has a statutory duty to manage its information assets appropriately. Having in place and being able to evidence the use of an Information Asset Register provides a key element of fulfilling this duty whilst being compliant with other related legislation such as Data Protection and Freedom of Information.

The IAR will provide the framework for ACC to mitigate the risks and increase the value of our information assets over time and through change.

### **How does it work and how will we make it happen?**

The Information Asset Owner responsibilities will be directly aligned to the information within systems, in both technical and physical formats. Whilst information asset responsibilities will be linked to a particular job role for accountability purposes, the coordination of all assurance and maturity activities will be undertaken in collaboration with the corporate Information Management Strategy Improvement Programme Governance Group. The improvement programme will drive a phased developmental programme of work that will support the on-going assurance and maturity levels of all council information assets with the support of the domain specialists in the following lead areas:

- Business Continuity and Disaster Recovery
- Culture, Training and Communication
- Information and Records Lifecycle Management
- Information preservation
- Knowledge, Re-Use and Performance

- Risk and Governance
- Technical and Physical Systems Management

Job roles aligned to information assets will come in three different delegated levels:

### **Information Asset Owner**

Identified authorising person within a Directorate, Director/Head of Service; responsible for ensuring the Information Management Strategy Improvement Programme assurance and maturity levels are implemented and adopted by staff for the Information Assets within their business areas. They are also the owners of Information Management Value and Risk and for ensuring that these are managed in accordance with corporate business requirements and Council policy and practice.

### **Information Asset Administrator**

Responsible for ensuring the Information Management Strategy Improvement Programme assurance and maturity levels are implemented and adopted by staff for the information asset(s) within their business area. They are also responsible for working collaboratively with the relevant specialist domains to develop a holistic programme of improvements in the short –to-medium-to- long term based on the risk, value, maturity level and assurance requirement identified.

### **Information Management Liaison Officer**

Responsible for supporting the practical adoption and implementation of information asset management practice and policies by staff within their business area; providing front-line support, and identifying any issues to the appropriate Information Asset Administrator/Owner.

Overall governance and strategic responsibilities for this policy are assigned to the Council's Senior Information Risk Officer (SIRO). All activity relating to this policy will be monitored, actioned and reported on to the SIRO through the Information Management Governance Group. All job roles identified with information asset owner or administrator duties will be responsible for ensuring all staff understand and act in accordance with their responsibilities outlined in this policy and the broader corporate Information Management Strategy Improvement Programme.

## **APPROVAL OF POLICY**

The Information Asset Register will be maintained, developed and kept up-to-date with any legislative or business change requirements. This Policy will be reviewed annually in conjunction with the Corporate Information and Records Lifecycle Management Policy to ensure that it meets business and accountability requirements and measurable standards of good practice.