

Core brief

Wednesday, 03 January 2018

Introduction

This issue brings you information on the information asset register.

Information Asset Register

Information and information systems are important corporate assets and it is essential to take all necessary steps to ensure they are protected at all times and are available and accurate to support the operation of the organisation.

An Information Asset Register is a simple way to help understand the Boards information assets and the risk to them. It helps us identify areas of duplication and can be used to spot check areas of potential risk, e.g., loss of personal data.

NHSGGC has a legal requirement to hold a register of all information assets held within the organisation.

All information assets held within NHSGGC **MUST NOW** be registered on the Information Asset Register.

Each Director/Head of Service have nominated Information Champions to oversee the implementation of the Information Asset Register within their remit. Please contact your line manager for their details or to coordinate the registering of assets held within your own department.

There are 2 information asset forms:-

1. Personal Identifiable Assets (for example you should complete this if you hold staff files)
2. Business Assets (for example you should complete this if you hold minutes and agenda of a meeting you organise/chair)

More information on the Information Asset Register along with the forms and guidance can be found at: [NHSGGC Information Asset Register](#) (available on StaffNet).

For further information please contact Kerry.lochrie@ggc.scot.nhs.uk or on 0141 355 2059.

Are your contact details up-to-date? [Click here](#) to check