

Information Asset Register

Data

Computer Data

	Name	Description	Server/Local	Owner(s)	Backup Details
1	Microsoft Exchange (and Outlook)	Emails, meetings and appointments	Server	Everyone	Daily backup
2	Microsoft Dynamics CRM	Customers and sales to installation	Server	Marketing Sales Projects Account Managers	Daily backup
3	Microsoft SharePoint	Installed software and systems, and provided services	Server	Sales Projects Account Managers	Daily backup
4	Software test records		Server	Software Tester	Daily backup
5	QMS	Quality Management System	Server	Quality Manager	Ditto
6	Sage	Accounts and salaries	Server	Accountant	Daily backup
7	HR (Human Resource) Information	Scanned Personnel Files etc.	Server	Personnel Manager	Daily backup
8	Assorted work documents		Local	Everyone	Office based staff copy to folders on server. Other staff copy to USB drive
9	Daily and Weekly backups	Recorded on removable hard disks	Server	Network Manager	N/A

Paper Files and Records

	Name	Description	Owner(s)	Storage Details
1	HR (Human Resource) Information	Personnel Files	Personnel Manager	Locked filing cabinet in Personnel Manager's Office
2	Accounting and business records		Accountant	Filing cabinets and cupboards in Accounts Office
3	Customer Complaints	Customer complaint letters	Quality Manager	Quality Manager's office

Software Products

Owner: Software Design and Development Team

	Name	Description
1		
2		
3		

Commercial Software Assets

Owner: Network Manager

Commercial Server Operating System Software

	Name	Details	No of Licences
1	Windows Server 2016	Software Test	3
2	Windows Server 2012		15
3	Windows Server 2008	Software Test	3

Commercial Client Operating System Software

	Name	Details	No of Licences
1	Windows 10		85
2	Windows 8.1		10
3	Windows 7		5
4	Linux Ubuntu	Software Development	2
5	Apple macOS High Sierra	Marketing	2

Commercial Server Application Software

	Name	Details	No of Licences
1	Comodo Endpoint Security	Anti-Malware protection	100
2	Microsoft SQL Server 2017	Database Server	3
2	Microsoft SQL Server 2016	Database Server	3
2	Microsoft SQL Server 2012	Database Server	3
2	Microsoft SQL Server 2008	Database Server	3
3	Teamserver	Source control	5 users
4	Sage 50 Accounts Professional Version 23 (2016)		5 users
5	Sage 50 Payroll Professional Version 23 (2017)		5 users
	Sage 50 P11D Version 23 (2017)		5 users

Commercial Client Application Software

	Name	Details	No of Licences
1	Microsoft Office 2016		85
2	Microsoft Office 2013		10
3	Microsoft Office 2010		5
4	Visio 2010		2
5	Adobe Creative Cloud (subscription)	Marketing	2

Physical IT Assets

Owner: Network Manager

IT Infrastructure

	Name	Location / Details
1	Server Room	
2	Wide Area Network	
3	Business Broadband	
4	SIP Telephone	

IT Hardware

	Name	Quantity	Location / Details
1	Server Computer		
2	Tower Computer		
3	Laptop		
4	Smartphone		
5	Removable Hard Disk Drive		
6	Portable Hard Disk Drive		
7	Monochrome Laser Printer		
8	Printer / Scanner / Copier		

Physical IT Protection

	Name	Quantity	Location / Details
1	Fire Alarm		
2	Intruder Alarm		
3	Air Conditioner		
4	UPS		
5	Emergency Lighting		

Staff with Specialist Accumulated Knowledge

Owners: Directors

The nature of our products and services means that we must recruit staff with a suitable background for technical positions and provide them with appropriate training to ensure that they possess the required combination of knowledge and skills. Technical staff may require a substantial period of assimilation before they can work fully independently. Additionally, senior staff may have accumulated specialist knowledge that would be particularly difficult to replace.

The temporary absence or permanent loss, of any of these could substantially disrupt our ability to deliver some of our products and services.

Software Development Partners

Owner: Technical Director

	Name	Details
1		
2		
3		
4		
5		

Next Review

The Information Asset Register will be reviewed after August 2018.