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Service Definition

Bramble Hub Informu

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Information Asset Register

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informu INFORMATION ASSET REGISTER VERSION 2.4.7

A Service Description of the Informu Information Asset Register software system for G-Cloud 9
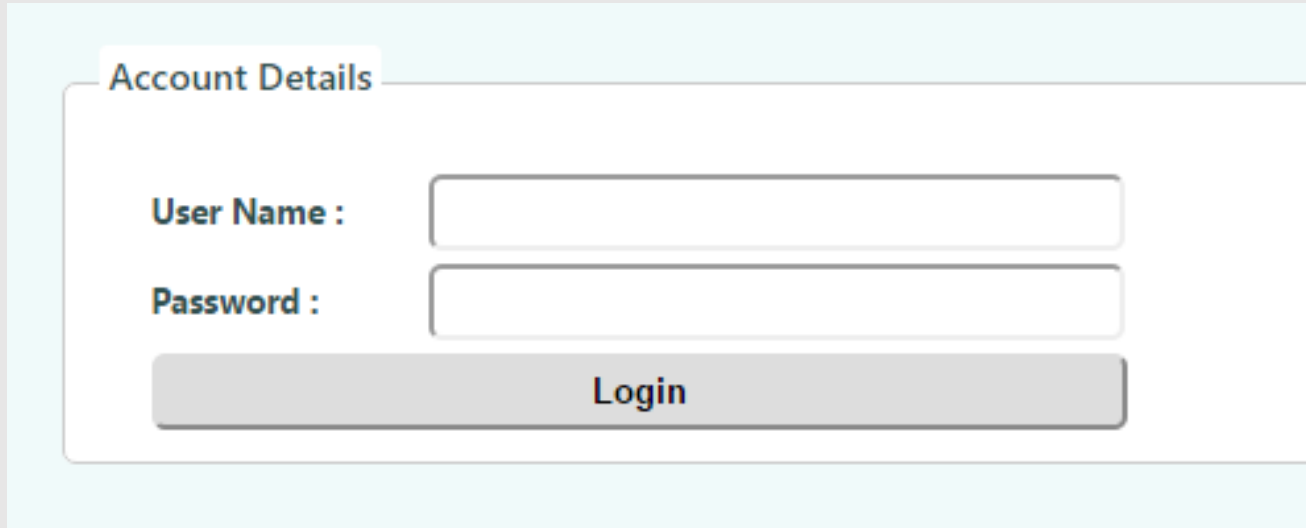
March 2017

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The Informu Information Asset Register is a web-based system that can be used instead of spreadsheets for maintaining and inventory of these valuable business assets. It can be installed within a customer's computer environment or provided as a cloud-based service. It provides an "out of the box" framework that can be tailored according a customers classification schemes and data audit and asset maintenance requirements.
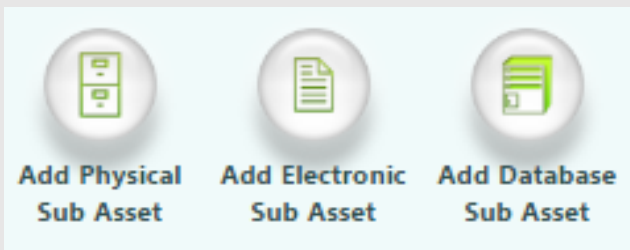
Access controls ensure that users may only and find, view and edit their own assets (based on ownership); managers may access their own assets and those of their team; executive users (e.g. the SIRO) have full access to all assets; administrators can also maintain lists and users

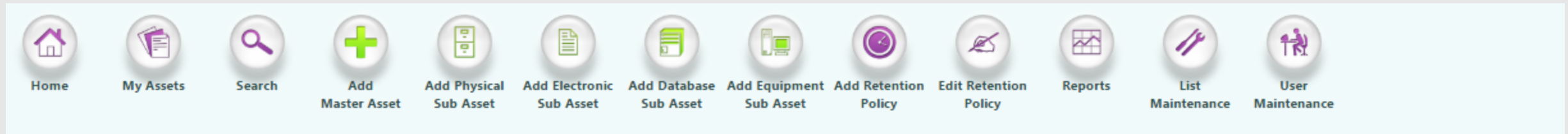**Assets are tagged to a Business Classification Scheme, inheriting their default retention period**

| Business Function : | Human Resources |
| Child Activity : | Personnel Files |

Additional Policy Notes :	All records of the employee contract and relationship
Minimum Retention Period :	End of employment + 6 years
Final Action :	Destroy
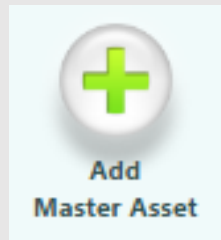
Master Assets act as header records for a related collection of different information sets sharing the same purpose

Add Master Asset

Add Physical Sub Asset Add Electronic Sub Asset Add Database Sub Asset

Constituent information sets are profiled as Sub Assets, including data relevant to their format

The Home screen for a user shows you (according to your role) any sub assets that are eligible for disposition based upon the retention policy they are assigned and the date they were closed - this process is controlled via a workflow

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Process Disposition

Disposition workflow processes can be configured, with full audit trails recorded, to for example request and authorise the destruction or transfer of records

Process the Disposition Action of an Asset

Disposition Action Fields

Disposition Action :	Shred Originals
Disposition Notes :	Originals no longer required as retention period has expired
Approver :	

Home

Request Approval

Reset fields

Cancel

Assets Ready for Disposition Processing.   The action above will be applied to the selected row.

Sub AssetRecordID	OwnerID	Department	Sub OwnerID	Sub DepartmentID	Sub Department	Activity	Master Asset Name	Master Description
32	Moneypenny	Finance	Moneypenny	8	Finance	Accounts Payable	Purchase Ledger records	Purchase to Pay records, including supplier rel...
33	Moneypenny	Finance	Moneypenny	8	Finance	Accounts Payable	Purchase Ledger records	Purchase to Pay records, including supplier relat...

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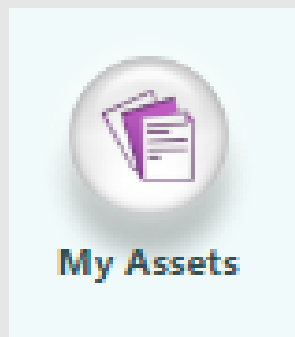
My Assets

My Assets gives you a consolidated view of every asset you own, which can then be reviewed, edited or processed

Master Assets

	AssetID	OwnerID	Department	Activity	Name	Description
	177	Reynold	Development	Personnel Files	Development - Departmental Staff Records	Local copies of appraisal, salary, leave, training and recruitment records
	176	Reynold	Development	Accounts Payable	Development Department Project Invoicing	Purchase ordering and supplier invoice records for Development project work
	182	Reynold	Development	Supplier Management	Widget component supplier records	Electronic records of supplier contacts, relationships and product traceability
	178	Reynold	Development	Development	Widget Development Records	Records relating to planning, design, research, development and production of widgets

Physical Sub Assets

	Sub AssetID	Master AssetID	Master Asset Name	Sub OwnerID	Sub Dep ID	Physical Asset Name	Sub Asset Description	Retention Policy	Asset Type	Documen Path
	30	176	Development Department Project Invoicing	Reynold	1	Copy invoice files	Copies of purchase orders and supplier invoices received for Development proj	Financial Transactions	Paper File Series	
	31	177	Development - Departmental Staff Records	Reynold	1	Staffing Files	Hard copy staffing files for Development team	Personnel Management	Paper File Series	

Electronic Sub Assets

| | | . | | | Sub | | |

Master Assets are tagged to the Business Classification Scheme and described sufficiently to provide an insight to their scope and purpose

Sub Assets inherit the values of the selected Master Asset, are assigned a retention policy and can be profiled with relevant details - the number and type of sub assets, fields and drop-down lists for fields are all completely configurable based upon required use cases

Add Physical Sub Asset

Add Electronic Sub Asset

Add Database Sub Asset

Add Equipment Sub Asset

Add Electronic Sub Asset

Master Asset Filters

Owner Department : Development

Owner Name : Reynold - Reynold Leming

Business Function : Development

Master Asset

Master Asset Name : Widget Development Records

Retention Policy

Retention Policy :

Sub Asset Values

Sub Owner Department :

Sub Owner Name :

Sub Asset Name :

Sub Description :

Electronic Type :

Linked File Path :

Delete Linked File   Choose file   No file chosen

Originality :

Utilisation :

Storage Method :

Record Structure :

Language :

Protective Marking :

Security Measure :

Criticality :

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ico.
Information Commissioner's Office

Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

Sub Assets can be profiled with values specifically relating to personal data and GDPR compliance, including Article 30 - Records of Processing Activities.

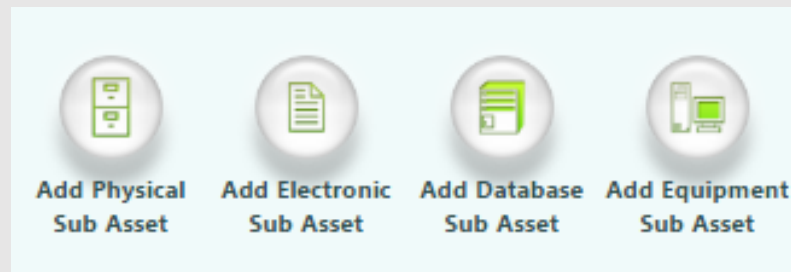### General Data Protection Regulation Values

Data Source :

Processing Conditions :

Shared With :

Sharing Agreement :

Sharing Status :

A new sub asset would be tagged to a master asset header record:

- **Where a constituent sub asset has format specific profile information - e.g. different data depending on whether it is a paper record, digital content or a data set in an application (remembering that you can have whatever types of sub asset you wish, including just one general type if desired).**
- **Where a sub asset, even of the same format, has different characteristics to another, e.g. a different level of confidentiality, a different owner or storage location.**
- **Where you wish to track the disposal eligibility (i.e. for destruction or transfer to archives) for an instance of a sub asset.**

You can construct searches for assets based upon the data they have been profiled with - security permissions control which assets you can see and what you can do with the data

Home

Begin Search

Reset fields

Asset Search

Master Asset Filters

Department :

Owner :

Business Function :

Master Asset Name :

Retention Policy Filter

Retention Policy :

Sub Asset Filters

Sub Asset Type : "Database Sub Assets"

Sub Owner Department :

Sub Owner Name :

Sub Asset Name :

Sub Description :

Database Type :

System Name : "The ERP System"

Database Sub Assets

Sub AssetID	Master AssetID	Master Asset Name	Sub OwnerID	Sub Dep ID	Database Asset Name	Sub Asset Description	Retention Policy	Asset Type	System Name
6	179	Purchase Ledger records	Moneypenny	8	Purchase Ledger data	Purchase to pay data	Financial Transactions	Packaged Application	The ERP System
7	178	Widget Development Records	Reynold	1	Widget Product Data	Widget product design and management data	Business Planning	Packaged Application	The ERP System

Generate Reports

Report Type

Report Type :
"General Report - Multi Line"

Master Asset Filters

Department :
"Development"

Owner :

Business Function :

Master Asset Name :

Retention Policy Filter

Retention Policy :

Sub Asset Filters

Sub Asset Type :

Home

Generate Report

Reset Fields

Reports can be created based upon your use cases – these can be saved to PDF, Word or Excel if required

| | | | of 5 | | | | Find | Next | | |

Informu Asset Report

Created on: 22 Nov 2016 14:13:53

Master Assets

Asset ID	Owner ID	Department ID	Department	Activity ID	Activity	Name
					Description	
177	Reynold	1	Development	14	Personnel Files	Development - Departmental Staff Records
Local copies of appraisal, salary, leave, training and recruitment records						
176	Reynold	1	Development	6	Accounts Payable	Development Department Project Invoicing
Purchase ordering and supplier invoice records for Development project work						

Dropdown List Maintenance

List Selection : Business Functions and Child Activities

Selected Row Fields

RowID :

Parent :

Department :

Description :

Notes :

Row Enabled :

Dropdown List Maintenance

List Selection : Electronic Criticality

Selected Row Fields

RowID :

Description :

Notes :

UserID :

Row Enabled :

Current List Rows

	RowID	Description
Select	2	Essential
Select	1	Non Essential
Select	3	Vital

Select	6	3	Finance			Accounts Payable
Select	7	3	Finance			Accounts Receivable
Select	8	3	Finance			Financial Governance
Select	9	3	Finance			Management Accounting
Select	10	3	Finance			Payroll Administration
Select	11	3	Finance			Statutory Accounting
Select	12	3	Finance			Tax Management

Fields and lists can be managed by suitably authorised users

Retention policies (across different jurisdictions if required) can be managed by suitably authorised users - they can be reused across the Business Classification Scheme

Edit Retention Policy

Select Policy to Edit

Select Policy :
Personnel Management

Main Policy Fields

Policy Jurisdiction :
United Kingdom

Business Function :
"4 - Human Resources"

Child Activity :
"14 - 4 - Personnel Files" or "16 - 4 - Training Management"

Informative Fields

Additional Policy Notes :
All records of the employee contract and relationship

Minimum Retention Period :
Employment End + 6 years

Final Action :
Destroy

Retention Period Calculation Fields

Retention Period Days :

Retention Period Months :

Retention Period Years :
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Linked Citations

Linked Citations :
"0004 - Corporate Policy" and "0009 - Limitation Act 1980, c. 58, s. 5"