Who is responsible for managing the record	Name of information asset	-	period?	of Information	Purpose (Why is this	from? Which	(e.g spreadsheet emailed to nhs net	Confidential	Who has access to the data?	data shared with /or	Risk Assessment of Data Flow (N/L/M/H)

Who is responsible for managing the record	Name of information asset	Description of information	How is the data stored? (e.g locked cabinet, networked drive, national system)	period?	of Information	Purpose (Why is this information	Where does the information come from? Which organisation/Dept	emailed to nhs net	Confidential	Who has access to the data?	
Ruth Boughton	Patient Record	Clinical Information relating to the day to day care of the resident	Locked drawer in managers office		low	patient care					
Sue Smith	Patient Finance Record	Financial information for	Laptop, encryted lock in cabinet over night		Medium - data not backed up.	patient finance					
	Care home BCP Staff Record Fire Safety log										
	Finance Records										

Who is responsible for managing the record	Name of information asset	Description of information		period?	of Information		information come from?	How and in what format is the information received (e.g spreadsheet emailed to nhs net account)	Does it contain Person Confidential Data? Yes/No	access to the	Who is the data shared with /or sent to?	How is it sent	Risk Assessment of Data Flow (N/L/M/H)
Ruth Boughton	Patient Record		Locked drawer in managers office		low		referral/Care Plan/Discharge Summary from hospital/GP/Family/Social Care	Word Templates received by Fax, Royal Mail	yes		All staff who have patient contact, GP hospital, Social Care if justified	Royal Mail	Low
Sue Smith	Record	Financial information for	Laptop, encryted lock in cabinet over night		Medium - data not backed up.	patient finance	Social Care/Families	Word Template by Fax	yes		social care for payment purposes	Fax	Low
	Care home BCP Staff Record Fire Safety log Finance Records												