Who is responsible for managing the record	Name of information asset	Description of information asset	How is the data stored? (e.g locked cabinet, networked drive, national system)	Retention period?	Risk assessment of Information Asset (N/L/M/H)	Purpose (Why is this information collected/collated?)	Where does the information come from? Which organisation/Dept	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	Who has access to the data?	Who is the data shared with /or sent to?	Risk Assessment of Data Flow (N/L/M/H)

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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 resident	Laptop, encryted lock in cabinet over night		Medium - data not backed up.	patient finance						
	Care home BCP											
	Staff Record											
	Fire Safety log											
	Finance Records											

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Ruth Boughton	Patient Record	Clinical Information relating to the day to day care of the resident	Locked drawer in managers office		low	patient care	referral/Care Plan/Discharge Summary from hospital/GP/Family/Social Care	Word Templates received by Fax, Royal Mail	yes	all care staff	All staff who have patient contact, GP hospital, Social Care if justified	Royal Mail	Low
Sue Smith	Patient Finance Record	Financial information for resident	Laptop, encryted lock in cabinet over night		Medium - data not backed up.	patient finance	Social Care/Families	Word Template by Fax	yes	finance staff	social care for payment purposes	Fax	Low
	Care home BCP												
	Staff Record												
	Fire Safety log												
	Finance Records												