Information Asset Registers

The effective management of information is the foundation of any business

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BUSINESS CONSULTING SERVICES

Information Asset Register

An Information Asset Register (IAR) is a tool used to record collections of information assets regardless of format or storage location. The IAR is a simple way to help staff understand and manage the "information assets" held by your organisation and to identify and assess information security risks, assign responsibilities, and prioritise security controls.

The IAR will provide you with a valuable tool to prioritise and protect your critical information by targeting information security controls and initiatives at your high-risk information assets.

It also helps manage information by knowing where it is being kept, how long it needs to be retained for and what business functions and activities it supports.

Votar Partners can help you to establish an Information Asset Register (IAR) to:

- √ Identify your key information assets to the right level of detail
- √ Accurately describe your information assets
- √ Clearly assign responsibilities for your information assets
- √ Assess the value of the information and assign business impact levels
- √ related to the compromise of confidentiality, integrity and availability
- √ Plan the implementation of Information Security across all Assets
- √ Identify critical systems for disaster Recovery and business continuity
- √ Inform digital preservation plans
- √ Identify information Management Strategy Priorities
- √ Conduct information security training for staff who handle high-risk information assets

Information Asset Examples

- √ Plans and strategies
- √ Registers
- √ Websites
- √ Staff and client forms
- √ Client / Customer files
- √ Contracts and agreements
- √ Project files
- √ Databased of contacts
- √ Drawings
- √ Image libraries

In total, it is likely that there will be several hundred information assets collected from departments across the organisation. Most will be in electronic format, but some will be hardcopy.

What is an Information Asset?

An Information asset is any item (whether tangible or intangible) that has a **useful** or **valuable** quality for an organisation.

This includes **information**, physical and personnel assets to support that organisation's purposes.

An **information asset** is any valuable information obtained, generated, received or held by or for your organisation, in both hardcopy and digital formats. Value can be subjective or objective.

Often organisations don't have a clear view of what these assets are, how they are being managed and which would have the greatest impact on the organisation if they were compromised.

Ask yourself
Would there be a legal, reputational, or financial repercussion if you couldn't produce the information on request ?

Would it have an effect on operational efficiency if you could not access the information easily?

Is there a risk associated with the Information?

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Assessing the value of information to your organisation and to its stakeholders

BUSINESS IMPACTS

When valuing your information assets, you must consider the possible impacts of its compromise in three different ways. The Information Security Triad represents the three key risks to your information assets.

Confidentiality: Unauthorised access to sensitive information, including propriety and personal information.

Integrity: Unauthorised modification or deletion of information, compromising its non-repudiation and authenticity.

Availability: Information is not available when needed, preventing timely access and reliability.

Business Impact Areas

Examples of the types of business impacts to your organisation:

- Financial
- Legal and compliance
- Privacy
- Injury

- Reputation
- Asset damage
- Service delivery

CONFIDENTIALITY

INFORMATION SECURITY TRIAD

INTEGRITY

AVAILABILITY

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Developing an IAR

The first stage in our IAR methodology is to consult with subject matter experts in your organisation in the areas of Information & Records Management, Information Technology, Governance and Risk Management to **create the IAR structure.**

The structure of the IAR needs to be tailored for your organisational and regulatory requirements, to capture relevant information across the following categories:

∨ **Asset Information:** *Fields to describe the asset's contents, format, location, date range and status.*

∨ **Enterprise Classification:** *Classifications from your Business Classification Scheme/Data Model.*

∨ **People:** *Originator, steward, custodian and users of the information asset.*

∨ **Risk Management:** *Standardised ratings for confidentiality, integrity and availability, as well as protective markings and record disposal classes.*

∨ **Public Release:** *If the asset has been authorised for unlimited public release, details of the approver and release date.*

Our approach is to meet individually with information asset owners to identify and describe their information assets, assign owners and then assess the value of the asset.

IDENTIFY → DESCRIBE → ASSIGN RESPONSIBILITIES → ASSESS VALUE → MITIGATE RISKS

How can you use an IAR

Organisations can use their IAR to increase the visibility of information assets and their value to stakeholders. It is a key resource to inform a Security Risk Profile Assessment and can be used to prioritise information security initiatives for high-value information assets.

The IAR also provides a useful guide for staff wanting to know what sensitivity label to apply to a document, when to dispose of records, or just knowing who to contact for advice on the information asset (such as during a legal discovery process)

In summary, different discipline areas within the organization can use the IAR with their business interests to action better information management practices. For example the IAR can be used by:
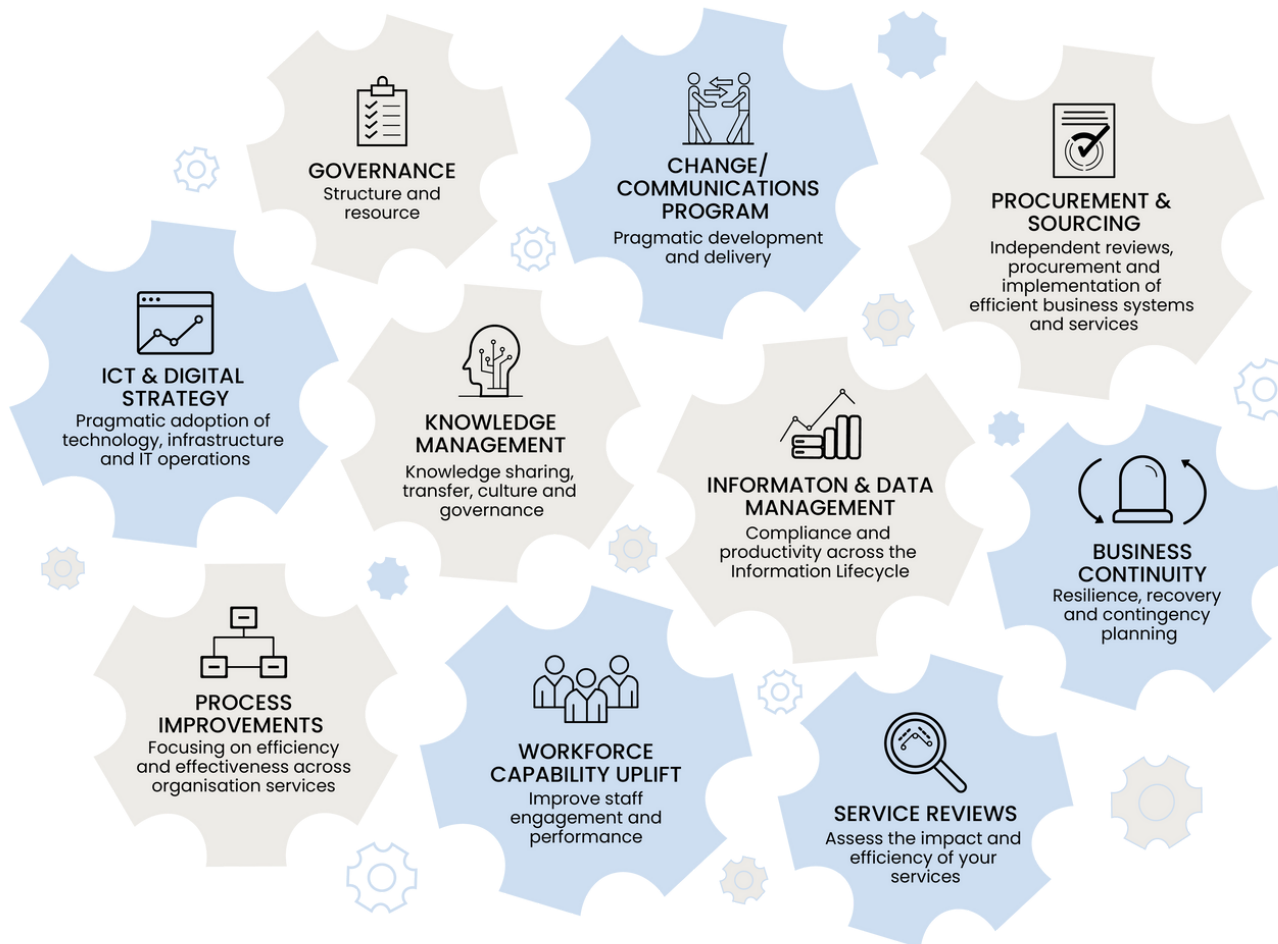
∨ **Risk Management Teams** to identify corporate information risk areas for inclusion in the corporate risk register;

∨ **IT Teams** to identify duplicate business systems in use, where to focus cyber security penetration testing exercises, additions to BCP & DRPs;

∨ **HR Team** to identify staff working with high-risk information assets for training and recruiting initiatives

∨ **IM Team** – add RM, privacy, information awareness training programs

∨ **Governance Team** - allows Governance staff to understand who is responsible for information assets, to assist in privacy and FOI queries, and to related services when knowing who to contact.

∨ **Procurement** - to understand what systems, programs and apps are already in use at an organisation.

∨ **Customer Services** - to understand where to direct customer queries to the right team to gain access to information for customer queries

Services to Match Your Needs

Our core business product at Votar Partners is delivering business consulting services to our clients through consultation, analysis and reporting using best practice standards and methodologies.

We focus on helping organisations navigate complexity in a reliable, evidence-based manner and this is especially critical during periods of significant change or disruption to service delivery models, be this due to technology, regulatory or funding changes.

Our longevity is based on maintaining a constant understanding and application of current and emerging trends and systems with a specific focus on the following key areas:

GOVERNANCE
Structure and resource

CHANGE/ COMMUNICATIONS PROGRAM
Pragmatic development and delivery

PROCUREMENT & SOURCING
Independent reviews, procurement and implementation of efficient business systems and services

ICT & DIGITAL STRATEGY
Pragmatic adoption of technology, infrastructure and IT operations

KNOWLEDGE MANAGEMENT
Knowledge sharing, transfer, culture and governance

INFORMATON & DATA MANAGEMENT
Compliance and productivity across the Information Lifecycle

BUSINESS CONTINUITY
Resilience, recovery and contingency planning

PROCESS IMPROVEMENTS
Focusing on efficiency and effectiveness across organisation services

WORKFORCE CAPABILITY UPLIFT
Improve staff engagement and performance

SERVICE REVIEWS
Assess the impact and efficiency of your services

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Our Team

Delivering these services are a multi-disciplinary consulting team who are client-focused, **experienced and well qualified** technologists, business analysts, accountants and information management professionals.

Votar Partners recruits its consultants not only on their **deep subject matter knowledge** but on their ability to deal with people at all levels throughout an organisation and their advanced levels of communication skills.

Proven Track Record of Success

A distinctive feature of Votar Partners is our aim to **quietly empower our clients** and, rather than steal the limelight, act in a support role to help our clients achieve their own success. For this reason, we don't advertise engagements.

To date we have **successfully delivered practical outcomes** on 1400+ assignments for a growing list of more than 300 clients including local, state and federal government, utilities, health, education and organisations in the not-for-profit and private sectors.

We strive to deliver measurable outcomes to our clients by providing impartial, evidence-based guidance through depth and rigour of analysis.

Turn to Votar

Independent advice you can trust from a client focused, multidisciplinary team.

We have a track record of unquestioned success through the provision of our independent and competitively priced professional consulting services.

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