

CHEVIN MEDICAL PRACTICE

Information Security Assurance – General Practice Information Asset Register

It is imperative that all major information assets situated within the Practice are accounted for and have a nominated owner. Accountability for assets helps to ensure that appropriate protection is maintained. Owners need to be identified for all major assets and the responsibility for the maintenance of appropriate controls has been delegated to the Practice Manager.

The asset register identifies which items belong to the Practice. Recording this information assists the Practice should there be a need to claim on our insurance for loss or damage to any of the assets held within the building

There are four major categories of information asset;

- **Information:** Databases, system documents and procedures, paper records, etc.
- **Software:** Applications
- **Physical:** Accommodation and storage provision for information assets
- **Services:** Computing and communications, heating, lighting, power, air-conditioning

The two latter categories support the first two, for example heating systems which prevent paper records being damaged by dampness

Important Notice

In the event of computer hardware being updated or replaced, each user must ensure that all applications are transferred from one machine to the other. The IT technician carrying out the update or transfer should be consulted to ensure that this process has taken place

If any applications have not been transferred or it is discovered that a function no longer works, users must report the incident to the Practice Manager so that immediate action can be taken to resolve the problem

Information Asset Register

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Date Range: 1st April 2019 to 31st March 2020

Date	Record Type	Location	Detail security measures in place to safeguard assets	Statutory basis for Processing
01/04/2018	Patient medical records (Paper version)	Reception	Filed in locked / fire proof medical records cabinets in a secure area. Top floor or Bridge street surgery.	
01/04/2018	Patient medical records (Electronic version)	Held electronically on the shared drive	Password required to access	
01/04/2018	Practice Accounts	Practice Managers Room	Filed in locked / fire proof filing cabinet	
01/04/2018	Clinical server	Reception	In a patient free area	
01/04/2018	Practice Policies/Procedures	Held electronically on the shared drive	Password required to access	
01/04/2018	Practice Payroll / Accounts system	Held electronically on the desktop and back up to the central server at BS Accounts held in the icloud as part of the package	Password required to access	
01/04/2018	Back Up Tapes	BS data room	At CS kept in locked fireproof safe, at BS kept in a cabinet downstairs and the last back up tape is taken off site each evening for BS	
01/04/2018	Practice Financial Claims and invoices	Paper copy in Practice finance Managers room and in icloud	Filed in locked filing cabinet Password required to access	
01/04/2018	Complaints	Held electronically on the shared drive	Password required to access and papercopy held in PM office locked cabinet	
01/04/2018	Significant Events	Paper copy and held	Paper –PM locked cabinet	

		electronically on the shared drive	Password required to access electronic copy	
01/04/2018	Practice Insurance Documents	Practice Managers Room	Filed in locked / fire proof filing cabinet	
01/04/2018	Practice Alarm & Key registers	Held electronically	Password to shared area	
01/04/2018	Practice HR records / Employee files	Held electronically	Password to shared area	Password to shared area
01/04/18	Patient Prescriptions Paper	Reception	Locked in a secure area	
01/04/18	Practice Call Recording system	Server		
01/04/18	Practice CCTV	NA		
01/04/18	Practice meeting Minutes	Electronic	password	
01/04/18	Patient Panel Documentation	Electronic	password	password
01/04/18	Practice Messaging System/Spreadsheet	Server	password	