

# Information Asset Owner Acceptance Form

## Introduction

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In accordance with the Data Security Protection toolkit section 1.4.4 the Trust is obliged to maintain a register of all system/information assets holding data. An information asset owner must be assigned to each asset, who accepts overall responsibility for the use and data security of the asset.

## Acceptance Sign Off

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The Trust’s Information Asset Owner Handbook references the responsibilities of an Information Asset owner to access the handbook click [here](#). These include:

- Regular review of system security protocols
- Third party security assessments
- Business continuity planning
- Disaster recovery planning
- Conduct privacy and data risk assessments
- Data Flow audit
- Complete mandatory Information Asset Owner training
- Appointment of Information Asset Administrators if required
- Update the DSP team on change of ownership or system status via [DSPUHNM@uhnm.nhs.uk](mailto:DSPUHNM@uhnm.nhs.uk)

The responsibilities in the handbook should be references in conjunction with Trust Policies;

- IT02 Trust Policy for Personal Information Security and Acceptable Use
- IG10 Trust Policy for Data Protection Security and Confidentiality
- IG07 Trust Information Governance Management Framework and Policy

By signing this I acknowledge I understand my responsibilities as nominated Information Asset Owner for the Trust.

Please sign a copy of this acceptance form and return to the Data Security and Protection department via [DSPUHNM@uhnm.nhs.uk](mailto:DSPUHNM@uhnm.nhs.uk).The DSP team will forward a copy to your line manager for inclusion in your personal file and to ensure that you are supported with your asset owner responsibilities.

## Information Asset Details

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Information Asset	
Directorate	
Division	
Line Manager Name	
Line Manager Email	
Asset Owner Name	
Asset Owner Email Address	
Signature	
Date	