

Information Asset Administrator Acceptance Form

Introduction

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 administrator must be assigned to each asset, who accepts overall responsibility for the use and data security of the asset.

Acceptance Sign Off

The Trust's Information Asset Owner Handbook references the responsibilities of an Information Asset administrator to access the handbook click [here](#).

Information Asset Administrators are usually operational members of staff who understand and are familiar with the information asset within their area. Their primary role is to support the IAO to fulfill their duties by taking on the following responsibilities:

- Manage the general data quality of the asset and report areas of concern to the IAO
- Ensure that personal information is not unlawfully exploited, under the direction of the IAO
- Recognise potential or actual security incidents and consult the IAO and record incident on Datix
- Under the direction of their IAO ensure that information is securely destroyed when there is no further requirement for it
- Ensure compliance with information sharing agreements with the local area
- Ensure access to the asset are monitored and applied correctly and refer any difficulties to the IAO.

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 Administrator for the Trust.

Please sign a copy of this acceptance form and return to the Data Security and Protection department via DSPUHNM DSPUHNM@uhn.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 administrator responsibilities.

Information Asset Details

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