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| < Insert name of pharmacy>  **Data asset register with worked examples** | | | | <Insert pharmacy logo> |
| Doc prepared by: | Doc approved by: | Date next review due: |  |  |
| Date prepared: | Date approved: | Date review takes place: |  |  |

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| ***About the use of this document and related resources****: This* [*data security*](http://psnc.org.uk/ds) *document assists the pharmacy’s aligment with the*[*Data Security and Protection Toolkit (DSPTK)*](http://psnc.org.uk/dsptk)*. Related pharmacy policies are at PSNC’s* [*data security templates webpage*](http://psnc.org.uk/dstemplates)*.* |

**Data asset register with worked examples**

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| **Healthcare / non-healthcare** | **Information / name of data asset** | **Legal justification for processing data** | **Method of storage** | **System(s) that contains encrypted or unencrypted data:** | **Information Owner/Data Controller** | **Information is transmitted out of EU / safeguards** | **Retention** | **Risks / impact if data is lost or stolen** | **Shared / data handlers** | **Notes** |
| Healthcare | e.g. Dispensing records including history of dispensed medicines and over the counter items | Provision of health and social care or treatment | Electronic | PMR System | The Contractor | Not by pharmacy contractor | Indefinitely so that patient life-long care can be provided | Loss of Confidentiality:  - safety impact;  - privacy impact;   Loss of Availability:   Loss of Integrity: | Information is shared with PMR system supplier, and NHS |  |
| Healthcare | e.g. prescriptions are received and sent to appropriate organisations (e.g. Pricing Authority) | Provision of health and social care or treatment | Paper | Pharmacy | The Contractor | Not by pharmacy contractor | Prescriptions are sent off for reimbursement after they have been processed. | Loss of Confidentiality:  - safety impact;  - privacy impact;   Loss of Availability:   Loss of Integrity: | Information is shared with PMR system supplier, and NHS |  |
| Healthcare | EPS paper tokens are processed and stored, shredded or sent to Pricing Authority | Provision of health and social care or treatment | Paper |  |  | Not by pharmacy contractor |  | Loss of Confidentiality:   - privacy impact;  Tokens can be re-printed, and electronic info remains on the PMR system | Information is shared with shredding contractor and NHS |  |
| Healthcare | e.g. Patient/collector data included within records such as CD register | Provision of health and social care or treatment | Paper and electronic records | Paper and electronic records | The Contractor | Not by pharmacy contractor | Indefinitely so that patient life-long care can be provided | Loss of Confidentiality:  - safety impact;  - privacy impact;   Loss of Availability:   Loss of Integrity: | Information is stored securely within pharmacy and/or on pharmacy terminals and devices |  |
| Healthcare | e.g. Website / app online profile information | Provision of health and social care or treatment | Electronic | Website supplier | The Contractor | Not by pharmacy contractor | xxx | Loss of Confidentiality:  - safety impact;  - privacy impact;   Loss of Availability:   Loss of Integrity: | Website / app company |  |
| Healthcare | e.g. Patient forms related to pharmacy essential, advanced, or local services (electronic and paper) | Provision of health and social care or treatment | Paper and electronic records | Pharmacy | The Contractor | Not by pharmacy contractor | xxx | Loss of Confidentiality:  - safety impact;  - privacy impact;   Loss of Availability:   Loss of Integrity: | Information is stored securely within pharmacy and/or on pharmacy terminals and devices |  |
| Healthcare | e.g. Credit card information | Provision of health and social care or treatment | Electronic | xxx | The Contractor | Not by pharmacy contractor | Not stored by the pharmacy or the credit card company | Loss of Confidentiality:  - privacy impact;   Loss of Integrity: | Stored by credit card company |  |
| Healthcare | e.g. Information to be scrapped by shredding contractor | Provision of health and social care or treatment | Paper | Pharmacy / shredding contractor | The Contractor | Not by pharmacy contractor | Less than one month before paperwork is securely shredded | Loss of Confidentiality:  - privacy impact;   Loss of Integrity: |  |  |
| Healthcare | e.g. Monthly paper prescriptions to be sent to the Pricing Authority by courier | Provision of health and social care or treatment | Paper | Pharmacy / courier | The Contractor | Not by pharmacy contractor | During transit | Loss of Confidentiality:  - privacy impact;   Loss of Availability:   Loss of Integrity:   Reimbursement risk |  |  |
| Non-healthcare | Staff records |  | Paper and electronic records |  | The Contractor | Not by pharmacy contractor | xxx | Loss of Confidentiality:  - privacy impact;   Loss of Availability:   Loss of Integrity: |  |  |
| Non-healthcare | Contact details for the purpose of retail/marketing |  | Paper and electronic records |  | The Contractor | Not by pharmacy contractor | xxx | Loss of Confidentiality:  - privacy impact;   Loss of Availability:   Loss of Integrity: |  |  |

**Hardware (non-mobile e.g. desktop computer)**

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| **Date** | **Asset no.** | **Asset type (e.g. PC)** | **Description**  **(including model of non-mobile device)** | **Serial number** | **Location held** | **Owner** | **Date**  **de-commissioned** | **Notes e.g. details of those responsible for maintenance and contact information if something goes wrong, or notes on managed risk where required (e.g. where older hardware is used)** |
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**Hardware (mobile e.g. laptop, or smart device)**

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| **Date** | **Asset no.** | **Asset type (e.g. laptop smart phone or tablet)** | **Description**  **(including model of mobile device)** | **Serial number** | **Location held most frequently** | **Owner** | **Date**  **de-commissioned** | **Notes e.g. details of those responsible for maintenance and contact information if something goes wrong, or notes on managed risk where required (e.g. where older hardware is used)** | **Presence of:**  **•passwords/passcodes, biometrics present?**  **•’find device’ & GPS option & GPS option on?**  **•ability to wipe lost device?** |
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**Software**

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| **Date** | **Asset no.** | **Description**  **(inc version no. and manufacturer)** | **Location held** | **No. of licenses** | **Owner** | **Date**  **de-commissioned** | **Notes e.g. details of those responsible for maintenance and contact information if something goes wrong or notes on managed risk where required (e.g. where older software is used)** |
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**Information**

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| **Information** | **Method of storage** | **System that contains data:** | **Information owner/data controller** | **Notes or notes on managed risk where required (e.g. where older software is used)** |
| e.g. Dispensing records | Electronic | PMR System | The Contractor |  |
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**Services**

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| **Service type** | **Service provider** | **Service used to support** | **Information owner/data controller** | **Helpdesk Support Contact point** |
| e.g. Broadband |  | Accessing EPS, placing wholesale orders, searching the internet | The Contractor |  |
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**Glossary**

Terms within this document may include:

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| **Hardware** | Equipment containing information e.g. PC, Laptops |
| **Software** | Applications e.g. PMR Software |
| **Information** | Databases, system documents and procedures, archived information etc (both paper and electronic) |
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| **Asset type** | Enter the asset type e.g. PC, laptop, PDA, server etc. |
| **Asset no.** | Pharmacy allocated reference number |
| **Date de-commissioned** | Enter the date that the asset was taken out of use |
| **Location held** | Enter the physical location where the asset or service is normally used. |
| **Manufacturer** | Enter the make or service provider |
| **Method of storage** | I.e. electronic or paper |
| **Model** | Enter the release or version of the asset or service etc |
| **No. of licenses** | Where applicable, number of licenses held for the software |
| **Owner / authorised user** | This is the person assigned responsibility for the asset or service etc. |
| **Serial No** | Enter the unique manufacturer's or support organisation's allocated device identifier number |

**Data controller information**

Name of pharmacy: xxx

Person with IG Lead role for pharmacy organisation: xxx

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| *This data security document assists the pharmacy’s aligment with the Data Security and Protection Toolkit (DSPTK). Related pharmacy policies and more can be found at:*   * [*psnc.org.uk/ds*](http://psnc.org.uk/ds)*;* [*psnc.org.uk/dsptk*](http://psnc.org.uk/dsptk)*; and* * [*psnc.org.uk/dstemplates*](https://psnc.org.uk/dstemplates)*.*   *Pharmacy contractors with queries about the original template or questions about DSPTK may contact* [*it@psnc.org.uk*](mailto:it@psnc.org.uk)*.*  *This document is based on a template updated during: Feb 2021* |