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EPA's Information Asset Register

May 2022







Environment
Protection
Authority Victoria



Information Asset Register – Introduction (1)

Information Asset Register

What would you like to do?

-  Open the Information Asset Register
-  Complete a Business Impact Level Assessment
-  Add a New Information Asset to the IAR
-  Update an Existing Information Asset

Welcome to EPA's Information Asset Register (IAR). The IAR is a consolidated list of EPA's significant information assets which is intended to promote their discovery, access, reuse, protection and improvement. Information assets are critical to decision making and service delivery at EPA and like material assets, they need to be proactively managed to maximise their value.

It's important to note that the IAR doesn't contain the actual information assets themselves, it only contains specific information about them.

From this page, you can access the IAR and the various pages which support its use. If you require further assistance, please contact Information Management via the email below.



Records Team
Records Management Enquiries

Information Asset Register – Introduction (2)

Available Views of IAR

Sharepoint allows you to filter the information you see to suit your needs using Views. The IAR has the following four Views set up to help you find what you're looking for:



Full View:- shows all information



Summary View:- shows the primary information



Steward & Custodian View:- shows assets you are owner or custodian of



Information Security View:- shows fields related to information security

IAR Support Pages

The IAR support pages are intended to help Information Stewards, Information Custodians and users of the IAR understand its content. For Stewards and Custodians in particular, the support pages assist you to understand your role and how to keep the information on the IAR up to date.



How to Identify Significant Information Assets



Steward & Custodian Roles and Responsibilities

Significant assets – definition for users

IAR SUPPORT PAGE

Identifying Significant Information Assets

What is an information asset?

An information asset is a discrete body of information that can be described and practically managed. Information assets have content which can be defined, and a manageable value, risk and life cycle. They are generally created or collected to support business processes and can be stored in any systems and formats. The asset can be in hard or soft copy and can include:

- A specific report, or a collection of reports;
- Information contained in a database;
- Information created or collected to support a specific function or process;
- Web content;

What makes an information asset significant?

All of EPA's significant information assets must be added to the Information Asset Register.

An information asset is considered to be significant if it meets any of the following criteria:

- Legislation mandates that the asset be maintained and/or accessible;
- The asset is considered sensitive information and could cause embarrassment, damage or legal consequences if accessed or used inappropriately;
- Loss of the integrity or availability of the asset would compromise EPA's

Do you have an asset to add to the IAR?

If you would like to add an information asset to the IAR, please follow the process outlined [here](#), or contact records.team@epa.vic.gov.au for assistance.

Related Document

 Significant Information Asset Roles &...

IAR Page Links

 Landing Page

IAR roles defined for users

Information Asset Governance

This page describes the key roles and responsibilities of the custodianship model EPA uses to govern its significant information assets. A custodianship model assigns clear responsibilities for the management of information and is a fundamental way to improve information asset management outcomes.

EPA's model follows guidance from the Office of the Victorian Information Commissioner, requiring that all significant information assets be assigned a Steward and a Custodian. If required, a Steward or Custodian may appoint one or more Administrators to perform regular tasks associated with the management of their information assets.

To help identify which EPA positions are best suited to these roles, their key responsibilities are outlined on this page. A Steward and Custodian must be in a position to be able to perform these responsibilities.

Related Documents



Identifying Significant Information Assets

Steward Role

At EPA the position of Steward generally sits at the Unit Manager or Director level.

The Steward is accountable for the significant information assets (SIAs) in their care.

Custodian Role

At EPA the position of Custodian generally sits at the Team Lead or Subject Matter Expert level.

The Custodian is appointed by the Steward and

Administrator Role

Unlike the Steward and Custodian roles, the Administrator is an optional role within EPA's custodianship model. A Steward or Custodian can appoint an Administrator to assist with the management of information assets.

IAR views – by EPA business area

Information Asset Register ☆

>	Name ▾	Description ▾
>	Division : Unassigned (2)	
>	Division : Corporate Services (30)	
>	Division : Operations Division (23)	
>	Division : Public Affairs Branch (4)	
>	Division : Quality Branch (10)	
>	Division : Science Division (32)	
>	Division : Strategy Division (37)	

IAR views – Asset details

Unit - Steward : Information & Technology (7)

<p>Business Classification Sc... ⋮ 🔗 💬</p>	<p>The BCS is a two-level hierarchy of business terminology. Level one are called Functions, which are the major</p>	<p>The BCS provides a shared map of organisational functions and activities, independent of organisational structure, which supports a consistent approach to managing EPA information that facilitates improved information saving and discovery.</p>	<p>BCS, Taxonomy</p>	<p>Chief Technology Officer</p>
<p>Clarizen Data</p>				<p>Chief Technology Officer</p>
<p>Confluence Data</p>	<p>Project management data (user data and project data) stored in Confluence. Confluence is hosted on cloud infrastructure which are located within Australia.</p>	<p>Confluence is a content collaboration tool used for requirements management and project management.</p>		<p>Chief Technology Officer</p>
<p>Information Asset...</p>	<p>Assets of EPA...</p>	<p>The Information Asset...</p>	<p>Information Assets</p>	<p>Chief Technology Officer</p>

Keeping the IAR current

- OVIC requires that an organisation continually reviews, validates and updates its IAR.
- The organisation should update both the content within the IAR as well as the IAR fields themselves, at least annually.

(OVIC, Practioner Guide: Identifying and managing information assets, s.12)

How is this done at EPA?

If an information Asset hasn't been updated in the past 12 months:

- An automatic email is triggered, using SharePoint's Power Automate functionality
- The email is sent to the Asset's Information Steward
- If the Steward reviews / updates the Asset, there are no further emails
- If the Asset isn't reviewed, emails are sent automatically every month.....

This is also an opportunity for Stewards to advise Information Management when their role has changed, and a new Steward should be assigned.

Keeping the IAR current

IAR Review Register ☆

Information Asset Name ▾	Review Status ▾	Steward ▾	Custodian ▾	IAR Entry Last ... ▾	Date Update E... ▾	Protective Mark... ▾	Review Comple..
Resource Recovery Facilites Audit Taskforce ...	Review Overdue			31/12/2020	8/01/2022		
Direct Injections (DI)	Review Overdue			9/02/2021	8/02/2022	OFFICIAL: Sensitive	
Personnel Files	Review Overdue			9/02/2021	8/02/2022	OFFICIAL: Sensitive	
Document Control Register	Review Overdue			31/03/2021	9/04/2022	UNOFFICIAL	
Remedial Notice Reviews Register	Review Overdue			31/03/2021	9/04/2022	OFFICIAL: Sensitive	
Insight - Swipe card system	Review Complete			3/12/2019	8/12/2020		10/05/2022
○ Yarra Watch Program (Mel... ⋮ ↗ ↻	Review Complete			16/07/2020	9/08/2021	OFFICIAL	10/05/2022
Water Quality Data Bank	Review Complete			12/08/2020	9/09/2021	OFFICIAL	10/05/2022
Beach Report Program	Review Complete			13/11/2020	8/12/2021	UNOFFICIAL	10/05/2022
Freshwater Biological Indices score	Review Complete			9/02/2021	8/02/2022		26/04/2022

Calculating information sensitivity (1)

- EPA has a BIL tool that uses Microsoft Forms and Power Automate to conduct a Business Impact Level assessment
- A Steward or Custodian may use the BIL tool to enter details about the asset
- They are then emailed the results, which they enter into the IAR
- Information Management is also notified when someone completes a BIL assessment
- The BIL Confidentiality, Integrity and Availability fields in the IAR are mandatory

Calculating information sensitivity (2)

+ New ▾ ↗ Send to ▾ ↻ Promote ⚙ Page details 📖 Immersive Reader 📊 Analytics

Pul

Open the Form to the right to complete a Business Impact Level (BIL) assessment for an Information Asset. Upon completion, the results will be emailed to you, together with further instructions. If you haven't completed a BIL assessment before, you will find information and guidance to assist you below.

The BIL assessment should be performed by a Steward, Custodian or Administrator of the Information Asset (view these roles [here](#)).

Once you have completed the BIL assessment, if the asset meets any of the criteria to be considered a Significant Information Asset ([click here](#) for further information) add it to EPA's Information Asset Register (IAR) [here](#).

If you require any assistance, please contact Information Management.



Records Team
Records Management Enquiries



Fill | Business Impact Level Assessment

forms.office.com

Calculating information sensitivity (3)

2. CONSIDER ANY IMPACT TO INDIVIDUAL'S PERSONAL SAFETY, DIGNITY, FINANCES, LIBERTY, OR IDENTITY. *

When answering the questions, use these IMPACT LEVEL EXAMPLES as a guide.

MINOR IMPACT: No considerable impact to any personnel

LIMITED IMPACT: Breach of personal information causing distress, humiliation, embarrassment, financial hardship and have a potential to cause **non-life-threatening injury**.

MAJOR IMPACT: Breach of personal information causing distress, humiliation, embarrassment, financial hardship and have a potential to cause irreversible or **life-threatening injury**.

	Minor Impact	Limited Impact	Major Impact
0: Impact if the CONFIDENTIALITY of the information was compromised?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1: Impact if the INTEGRITY of the information was compromised?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2: Impact if the AVAILABILITY of the information was compromised?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. CONSIDER ANY IMPACT TO EPA'S SERVICE DELIVERY OR PROVISION OF EMERGENCY SERVICES (capacity to operate and deliver services or programs) *

When answering the questions, use these IMPACT LEVEL EXAMPLES as a guide.

MINOR IMPACT: No impact to EPA business operations or ability to respond to Emergency Services

LIMITED IMPACT: Public dissatisfaction, Reputational damage, **negative media exposure**, staff / executive **suspensions**, **temporary loss** of confidence in government. Disruption to emergency service activities requiring re-prioritisation at the **local level**.

MAJOR IMPACT: Public dissatisfaction, Reputational damage, prolonged **negative media exposure over weeks**, staff/executive **terminations**, **short-term loss** of confidence, **parliamentary enquiry**, **royal commission**, political resignations. Disruption to emergency service activities requiring re-prioritisation at the **State level**.

Business Impact Level (BIL) assessment tool – sample questions

A separate BIL is carried out for each Asset

Beware over-classification! Is your Asset *really* Top Secret?

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Further information

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