

Remote-I

Information Asset Register (IAR)

Document Type: Register

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Owner: Remote-I Ltd – Technical Lead

Classification: Internal / Customer Assurance

Review Cycle: Annual and after material architecture change

Organisation: Remote-I Ltd

Company Number: 15293974

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Compliance Contact: compliance@remote-i.com

Data Protection Lead: Remote-I Ltd – Data Protection Lead

1. Purpose

This Information Asset Register identifies key assets supporting Remote-I, assigns ownership, and documents classification, location, backup, and retention expectations.

2. Scope

Assets include systems, data stores, backups, logs, secrets/configuration, and governance documentation.

Information Asset Register

Asset ID	Asset Name	Description	Owner	Classification	Location	Backup	Retention (baseline)	Notes
A-01	Production Database	Jobs, users, SOP sign-offs, incidents, audit events	Tech Lead	Confidential	Hosting DB service	Daily backup DB	Per policy retention	Controller defines retention; Processor supports per DPA
A-02	Uploads Storage	Compliance docs, SOP files, attachments	Tech Lead	Confidential	Secure storage	Daily file backup	Per policy retention	Access controlled; not public
A-03	Application Codebase	Platform source code and deployment artefacts	Tech Lead	Internal	Private repository/deploy	Optional app archive	N/A	Secrets excluded
A-04	Secrets & Config	DB creds, SMTP creds, API keys, env config	Tech Lead	Restricted	Secure server path	Separated/protected	Rotate on change/incident	Strict permissions; least access
A-05	Audit Logs	Security and governance audit trail	Tech Lead	Confidential	DB/log store	Included in DB backups	12 months (configurable)	Evidence for investigations and procurement
A-06	Backup Archives	DB/file/app backup archives	Tech Lead	Confidential	Secure backups dir	N/A	30 days default	Rotation/deletion per policy
A-07	Support Records	Support emails and tickets	Compliance	Internal/Confidential	Support mailbox	As applicable	24 months	May contain identifiers

A-08	Compliance Evidence Pack	Policies, DPIA, SoA, risk register	Compliance	Internal	Document store	Versioned copies	Superseded + 6 years (recommended)	Supports audits and due diligence
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