

## Information Asset Register

Version 1: 04/02/25.

Asset Name	Description	Owner/Custodian	Type	Classification: Public; internal; confidential.	Storage Location	Security Measures	Retention Period	Risks	Risk Mitigation
Board Meetings, Minutes & Reports	Proceedings of the PASD Freepport Board of Directors, including all key decisions.	CEO	Core Administrative & Governance	Public	Website	N/A - open access	10 years	N/A - open access	N/A - open access
Programme Risk Register	Listing of all risks and risk mitigations associated with the PASD Freepport delivery programme.	Operations Director	Core Administrative & Governance	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Risks and risk mitigations data end up in the public domain undermining the ability of executive officers and the Board to freely and frankly discuss programme risks.	Restricted access protocols in place. FOI/EIR exemptions applied.
Strategic Plans & Policies	PASD Freepport's policies, procedures, and Full Business Case (including T&I, Innovation and Skills strategies).	Operations Director	Core Administrative & Governance	Public	Website	Small parts of some documents have been redacted due to confidentiality.	7 years	Small sections containing commercially sensitive information end up in public domain.	Redaction policy in place.
Freedom of Information Responses	Records of information requests and responses.	Operations Director	Core Administrative & Governance	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Sensitive data ends up in the public domain.	Redaction policy in place and relevant exemptions for non-disclosure applied.
Financial Records	Budget allocations, funding sources, grant agreements, and expenditure reports.	CEO	Core Administrative & Governance	Confidential	Accounting software	Restricted to individuals authorised to view the data.	7 years	Sensitive data ends up in the public domain.	Restricted access protocols in place.
Contracts & Procurement Records	Details of suppliers, tender processes, and contract values.	CEO	Core Administrative & Governance	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Sensitive data ends up in the public domain.	Restricted access protocols in place.
Tax and Customs Site Information	Boundaries, maps, ownership, development status, delivery plans, etc.	Operations Director	Land & Infrastructure	Part Public Part Confidential	Website Server	Most information is publicly accessible via the website. Confidential information is restricted to individuals authorised to view the data.	N/A - data does not relate to official/legal land documentation	Sensitive data ends up in the public domain.	Restricted access protocols in place.
Land Use & Masterplans.	Proposed developments and investment opportunities.	Operations Director	Land & Infrastructure	Public	Website	N/A - open access	N/A	N/A - open access	N/A - open access
Investment Live Tracker	Listing of all expressions of interest from businesses wishing to invest in the Freepport.	Business Growth and Investment Director	Trade & Investment	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Commercially sensitive and confidential data ends up in the public domain.	Restricted access protocols in place. Redacted versions created for public dissemination.
Media & Public Relations	Press releases, and public communications.	Business Growth and Investment Director	Public Engagement & Communications	Public	Website	N/A - open access	N/A	N/A - open access	N/A - open access
Media & Public Relations	Newsletter distribution list.	Business Growth and Investment Director	Public Engagement & Communications	Confidential	CRM	Opt in to receive and GDPR compliant.	Data deleted where opt in is withdraw.	Personal data breach.	Cookies and Privacy Policy in place.
Memoranda of Understanding	Agreements with local authorities, businesses, and government bodies.	Strategic Partnerships Director	Third Party & Government Liaison	Public - LAs and Govt. Confidential - Businesses	Website Server	Server held information is restricted to individuals authorised to view the data.	7 years	Commercially sensitive and confidential data ends up in the public domain.	Restricted access and redaction protocols in place.
Funding & Grants	UK Government financial support and reporting requirements.	Strategic Partnerships Director	Third Party & Government Liaison	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Commercially sensitive and confidential data ends up in the public domain.	Restricted access protocols in place. Redacted versions created for public dissemination.
Collaborations & Partnerships	Data-sharing agreements with key stakeholders.	Strategic Partnerships Director	Third Party & Government Liaison	Confidential	Server	Restricted to individuals authorised to view the data.	7 years	Sensitive data ends up in the public domain.	Restricted access protocols in place.