**IT Register**

**Guidance Notes**

This is a simple register of information.

The following template has some examples included to assist your thought process. Delete these as required.

**IT REGISTER OF:**

**[INSERT NAME OF BUSINESS]**

**[INSERT BUSINESS ADDRESS]**

**[INSERT ICO REGISTRATION NUMBER]**

**[INSERT DATE]**

**Policy became operational on: [1 January 2023]**

**Next review date: [1 January 2024]**

**IT Register of: [YOUR NAME]**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Device or service** | **Provided/ supported by** | **Service type/ device model** | **Used by** | **Device serial number** | **Is the device/service password protected?** | **Details of encryption level** | **What antivirus software is in use?** | **Date antivirus software was last updated** | **Is there a firewall in place?** |
| 1 | Mobile | Self-purchased | iPhone X | Joe Smith | G21X00CJGHA5B | Yes | iPhone encryption | N/A | N/A | N/A |
| 2 | Tablet | Self-purchased | Galaxy Tab A | Joe Smith | R52GB2L8NRK | Yes |  |  |  |  |
| 3 | Laptop | Self-purchased | HP | Joe Smith & June Smith (wife) | 93333717-GCBE-90191-AB51 | Yes | Encrypted | Norton Security | 30/10/18 | Yes |
| 4 | Email  | Self-purchased | Microsoft 365 | Joe Smith | N/A | Yes |  | N/A | N/A | N/A |
| 5 | Document storage – cloud | Self-purchased | Dropbox  | Joe Smith/ Mary PA | N/A | Yes |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |