

Data Asset Register Template

A starting point for cataloguing what personal data you hold, where, and why.

A data asset register (sometimes called a data map) is the foundation of good data governance — you can't protect or govern data you haven't identified. Use the table below as a working template; add a row for every system, spreadsheet, or process that holds personal data.

How to use this template

- List one asset (system, spreadsheet, filing cabinet, app) per row
- Be specific about data categories — 'customer data' is too vague; 'name, email, purchase history' is useful
- Review and update this register at least twice a year, or when a new system is introduced
- Use it as the foundation for your Record of Processing Activities (ROPA) and retention schedule

Register

Asset / system	Data categories held	Owner (dept)	Where stored	Who has access	Retention period
Example: CRM (Shopify/Prospect)	Name, email, phone, order history	Sales	Cloud (EU/UK hosted)	Sales, Ops	6 years post last order

Struggling to complete this because you're not sure what systems exist across the business? That gap is exactly what a data mapping exercise with Dponesto resolves — we run this as a structured workshop with your team.