

REGISTER

Information Asset Register

Key information assets — ownership, classification, location, backup and retention

DOCUMENT TYPE	Register
VERSION	1.0 · Effective 12 December 2025
OWNER	Remote-I Ltd — Technical Lead
CLASSIFICATION	Internal / Customer Assurance
REVIEW CYCLE	Annual and after material architecture change

ORGANISATION

LEGAL ENTITY	Remote-I Ltd
COMPANY NUMBER	15293974
REGISTERED OFFICE	45 Fitzroy Street, 4th Floor, Silverstream House, London, England, W1T 6EB
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.

REGISTER

Information Asset Register

Core assets supporting the Remote-I Platform

ID	Asset name	Description	Owner	Classification	Location	Backup	Retention	Notes
A-01	Production Database	Jobs, users, SOP sign-offs, incidents, audit events	Tech Lead	Confidential	Hosting DB service	Daily DB backup	Per retention policy	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 retention policy	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A-08	Compliance Evidence Pack	Policies, DPIA, SoA, risk register	Compliance	Internal	Document store	Versioned copies	Superseded + 6 years (recommended)	Supports audits and due diligence

End of Information Asset Register. For enquiries, contact compliance@remote-i.com.