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| **Security Unit** **Information security** **Christian Nähl**  | **[Dokumenttyp]** SLU ID: SLU.[Skriv numret här]20ÅÅ-MM-DD |

# Continuity planning form for information asset X

## Name of information in question

Below is a short summary of the purpose of information assets. Information assets can for example be IT systems or large amounts of information.

## Information owner

Write the name of the information owner, i.e. the person ultimately responsible with e.g. budget/administration responsibilities.

* Name:
* Title:
* Email address:
* Phone:

## Information administrator

Write the unit or person responsible for daily administration of the information in question.

* Name:
* Title:
* Email address:
* Phone:

## Description of operational information asset requirements

Describe general availability requirements based on the information security classification. For example, how long can the operation in question manage without access to this particular information asset (1 hour or 7 days?). If the information does not have an availability requirement, a continuity plan is not needed.

## Document identified risks

* The risks identified in the risk assessment and which are deemed likely to occur, or have considerable consequences for the operation, must be described in a list of measures for each risk.
* Risk: describe **what** might happen.
* Consequence: describe the **consequence(s)** of the event.
* Measure: describe **what** needs to be done in order to return to normal.

The template is an example of how to document these aspects. You can choose to design it differently or add more headlines if necessary.

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| --- | --- | --- |
| Risk | Consequence | Measure |
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## Contact information

Who must/should be contacted, e.g. system owner, press officer, administrator, support, staff web, head of department, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Mobile phone | Email address | Other information |
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## Where is the continuity plan stored?

A continuity plan must be saved both digitally and on paper, and be available to at least two people, preferably the administrator responsible for the information in question or another person who maintains that the information is available. The plan must be presented during possible reviews.

## Decision-maker

The continuity plan is approved by the person responsible for the information asset. The plan must be reviewed every year in order to update possible new risks, contact persons, etc.

**Information owner Date**

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