

## DATA ASSET REGISTER

| STAFF                           |                       |                         |  |                  |                         |                            |          |  |
|---------------------------------|-----------------------|-------------------------|--|------------------|-------------------------|----------------------------|----------|--|
| Category of data held           | Purpose of Processing | Category of Individuals | Data Processor / Recipient (if applicable) | Location         | Retention Schedule      | Security Measures in place | DPIA Y/N |  |
| Contact details                 | Personnel file        | Employees               | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Pay                             | Personnel file        | Employees               | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Annual leave record             | Personnel file        | Employees               | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Sick leave / absence record     | Personnel file        | Employees               | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Appraisal record                | Personnel file        | Employees               | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Contact Details                 | Recruitment           | Successful candidates   | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Application form                | Recruitment           | Successful candidates   | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Employment History / references | Recruitment           | Successful candidates   | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Ethnicity                       | Recruitment           | Successful candidates   | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Disability details              | Recruitment           | Successful candidates   | -  | Laptop / back up | 6 years post employment | Password protected         |          |  |
| Contact details                 | Recruitment           | Unsuccessful candidate  | -  | Laptop / back up | 6 months post campaign  | Password protected         |          |  |
| Application form                | Recruitment           | Unsuccessful candidate  | -  | Laptop / back up | 6 months post campaign  | Password protected         |          |  |
| Employment History / references | Recruitment           | Unsuccessful candidate  | -  | Laptop / back up | 6 months post campaign  | Password protected         |          |  |
| Ethnicity                       | Recruitment           | Unsuccessful candidate  | -  | Laptop / back up | 6 months post campaign  | Password protected         |          |  |
| Disability details              | Recruitment           | Unsuccessful candidate  | -  | Laptop / back up | 6 months post campaign  | Password protected         |          |  |
|                                 |                       |                         |  |                  |                         |                            |          |  |

| FINANCE               |                       |                         |  |                         |                          |                            |          |  |
|-----------------------|-----------------------|-------------------------|--|-------------------------|--------------------------|----------------------------|----------|--|
| Category of data held | Purpose of Processing | Category of Individuals | Data Processor / Recipient (if applicable) | Location                | Retention Schedule       | Security Measures in place | DPIA Y/N |  |
| Contact details       | Payroll               | Employees               | HMRC                                       | Payroll system + laptop | 5 years post employment  |                            |          |  |
| Bank details          | Payroll               | Employees               | HMRC                                       | Payroll system + laptop | 3 years post employment  |                            |          |  |
| Pension details       | Payroll               | Employees               | HMRC                                       | Payroll system + laptop | 75 years post employment |                            |          |  |
| Tax details           | Payroll               | Employees               | HMRC                                       | Payroll system + laptop | 6 years post employment  |                            |          |  |
|                       |                       |                         |  |                         |                          |                            |          |  |

| CONTRACTS and TENDERS    |                       |                         |  |                 |                                     |                            |          |  |
|--------------------------|-----------------------|-------------------------|--|-----------------|-------------------------------------|----------------------------|----------|--|
| Category of data held    | Purpose of Processing | Category of Individuals | Data Processor / Recipient (if applicable) | Location        | Retention Schedule                  | Security Measures in place | DPIA Y/N |  |
| Contact details          | Statutory function    | Existing contractors    |  | Laptop /back up |                                     | Password protected         |          |  |
| Bank details             | Commercial            | Existing contractors    |  | Laptop /back up |                                     | Password protected         |          |  |
| Insurance certificate    | Commercial            | Existing contractors    |  | Laptop /back up |                                     | Password protected         |          |  |
| Licences and certificate | Commercial            | Existing contractors    |  | Laptop /back up |                                     | Password protected         |          |  |
| Tender documents         | Commercial            | Existing contractors    |  | Laptop /back up |                                     | Password protected         |          |  |
| Contact details          | Statutory function    | Unsuccessful applicant  |  | Laptop /back up | 4 months after y/end of recruitment | Password protected         |          |  |
| Tender documents         | Commercial            | Unsuccessful applicant  |  | Laptop /back up | 4 months after y/end of recruitment | Password protected         |          |  |
| Insurance certificate    | Commercial            | Unsuccessful applicant  |  | Laptop /back up | 4 months after y/end of recruitment | Password protected         |          |  |
| Licences and certificate | Commercial            | Unsuccessful applicant  |  | Laptop /back up | 4 months after y/end of recruitment | Password protected         |          |  |
|                          |                       |                         |  |                 |                                     |                            |          |  |