

## 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		