	FE Sector:	Record of Processing Activities/Information Asset Register
Departmental Reference Guide		
Glossary of Terms	Personal data	Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
	Special Category (Sensitive)	Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic
	Personal Data	data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation
	Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction
	Data Controller	The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law
	Data Processor	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller
	Third Party	A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data
	Data Breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted,

A softer version of a contract, solely for purpose of considering the personal data processing side of a relationship

include, new technologies, camera installation, large scale processing - anything which will result in high risk.

An assessment of data protection implications performed at the start of a new project which impacts on personal data or peoples privacy. Examples

stored or otherwise processed

Data Sharing Agreement
Data Protection Impact

Assessment

					parties
Į	Asset ID	Functionality	Class / Activity	Record Type	
	BEOOX	Business Engagement	Departmental Function	Client Information	

Art 30.1.d

Funders

Functionality Area: Business Engagement

Legislation Ref:

Asset ID	Functionality	Class / Activity	Record Type											
BEOOX	Business Engagement	Departmental Function	Client Information											
		Delivery Plans (Innovate Us)	Relevant documentation	DfE	Sharepoint SPICE system	<500	Specified staff		End of project / relationship + 10 years	Staff login credentials	NO	Loss of reputation Commercial risk	Minimal	Confidential
		Business Proposals (Innovation vouchers, / Innovation Boost)		Funders (Invest NI / Intertrade Ireland)	Sharepoint	<100	Specified staff	Electronic	End of project / relationship + 1 year	Staff login credentials	NO	Loss of reputation Commercial risk	Minimal	Confidential
		Business Client Information (Client audit, documentation)	Correspondence	None	Sharepoint CRM	<10,000	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
				None	Sharepoint CRM	Up to 1000	Specified staff		End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
			Contact details	Funders	Sharepoint CRM	<10,000	Specified staff		End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
			Company size / employees	Funders	Sharepoint CRM	<10,000	Specified staff		End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
			Training needs analyses						End of project / relationship + 2					

Sharepoint CRM <1000

Who is this information shared with? Eg. 3rd | Location of data | Volume of data held | Who has access to this data ie | Format of the

Art 30.1.f

Retention period

End of project / relationship + 2

Art.30.1.q / 30.2.d

Description of technical

and security measures

Staff login credentials NO

If applicable, is

DPIA in place?

Risk / Impact of a Risk rating

data breach?

Loss of reputation

Minimal Confidential

Security

classification

Art 30.3

Electronic

category of staff?

Specified staff

Functionali Legislation	ty Area: Curriculum			Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g/30.2.d				
Legislation	icj.			Who is this information shared with Eg. 3rd parties	P Location of data	Volume of data held	Who has access to this data is category of staff?	Format of the data	Retention period	Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
Asset ID	Functionality	Class / Activity	Record Type											
CUROOX	Curriculum	Departmental Function	Client Information											
		Curriculum Planning	→	Department for Economy ETI	Sharepoint S/drive	<50	Specified staff	Electronic	Current academic year + 5 years	Staff login credentials	N/A	None	Minimal	Public
		Performance Monitoring reports	→	Department for Economy ETI	Sharepoint S/drive	<50	Specified staff	Electronic	Current academic year +5 years	Staff login credentials	N/A	Loss of reputation	Moderate	Confidential
		Generic course information	Course specific information relating to coursework and assessment design	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public
		Course handbook	→	Public	College website	<3000	Public	Electronic Hardcopy	Record subject to on-going update and review	N/A	N/A	None	Minimal	Public
		Preparation and delivery of courses	 Course notes / Lecture notes / Seminar notes / Handouts / Presentation materials / Reading lists 	Students	S/drive Sharepoint VLE Secure storage	500,000	Specified staff	Electronic Hardcopy	Record subject to on-going update and review	Secure storage within restricted access Staff login credentials	N/A	None	Minimal	Public
		Design of new curricula	Reports and other key documents	Public	College website	<10	Public	Electronic Hardcopy	Record subject to on-going update and review	None	N/A	None	Minimal	Public
		Identification and analysis of market needs for new courses	Generic course Information	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public
			Course specific information relating to coursework and assessment design	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public

onliny-loss: Extrins

Art 20.1.4

Art 20.1.5

Art 20.1.7

Art 20.1

			Who is this information shared with? Eg. 3rd parties	Location of data	Volume	ne of data held Who	has access to this data le	Format of the data	Retention period	Description of technical an	d security measures	applicable, is there an up to date DPIA in place?	Risk / Impact of a dat	s breach?	Risk rating	Security classification
			Eg. 3rd parties				category of staff?	data				DPIA in place?				classificatio
functionality	Class / Activity	Record Type														
Estates	Deportmental Function	Client Information														
	Building and Engineer works	• Minar warks including interior decoration, relocation	McAdams Design LMServices	Aconex Ecodomic	us.											
			McAdams Design LMServices Viewpoint Tetraffec	Aconex Ecodomic Viewpoint Sharepoin	nt <10,000	0 Speci	fied staff	Electronically	Completion of works + 5 years	Stafflagin credentials	,	/A	Loss of reputation		Minimal	Confidential
		• Planning applications (Including approval documentation)	Contractors Designers	Channel of Control	toragewithin			Floring should be		Partition of the same state of	Secure storage within					
			Contractors Designers Local Planning Authority	Sharepoint Secure of restricted access	<10,000	0 Speci	Sed staff	Electronically Hardcopy	Completion ofworks + 5 years	Stafflogin credentials restricted access	,	/A	Loss of reputation		Minimal	Public
	Inspections	Inspections and reports	NA.	Sharepoint Ecodo S/Drive	omus 1000+	Speci	fied staff	Dectronically	Completion of works + 5 years	Staffigein credentials		(A	Loss of regulation		Minimal	Confidential
	Soulreemental management	Environmental management function records including reviews, audit, risk assessments and investigations.														
	Marconsta research	his constitution and his stage one	N/A	Sharepoint S/Driv	e 1000+	Speci	fied staff	Electronically	Creation date+5 years	Stafflagin credentials		/A	Loss of reputation		Minimal	Confidential
		• Energy consumption records	Accredited organisation Strategic Investment Board (SIB)				fied staff					/A				Confidential
		Fire-fighting equipment and assessment	Investment Board (SIB)	Sharepoint S/Driv	e 1000÷	Speci	Sed staff	Electronically	Creation date+5 years	Stafflogin credentials	,	/A	Loss of regulation		Minimal	Confidential
	Eine records		N/A	Sharepoint Ecodo S/Drive	omus 1000+	Search	fied staff	Dectronically	Creation date+5 years	Stafflagin credentials		/A	Lourafranutation		Minimal	Confidential
		Fire evocuation drill records														
			N/A	Sharepoint Office 3	165 up to 50	00 Speci				Stafflogin credentials	,	/A	Loss of regutation		Minimal	Confidential
	He aith and Safety	Contract health and safety records	N/A	Secure storage within restricted access Viewpoint Sharepoint	s 1000+	Search	fied staff	Electronically Hardcopy	Permanent	Stafflogin credentials restricted access	Secure storage within		Less of reportion Annual Control Less of reportion Feathering action Less of reportion Parablerings action Less of reportion Annual Less of reportion Notice Less of reportion Less of reportion Notice Annual Annual Annual Less of reportion Notice Less of reportion		Confidential	
	Property	Contract documents (under seal)	Legal representatives Parties to the contract					Destroylands		Stafflagin credentials restricted access	Secure storage within					
		• Signed contract documents (under hand)		Sharepoint S/Driv	e <100	Speci							Loss of regulation	Possible legal action	Severe	Confidential
			Legal representatives Parties to the contract	Sharepoint S/Driv	e <100	Speci	fied staff	Electronically Hardcopy	Creation date+12 years	Stafflogin credentials restricted access	Secure storage within	/A	Loss of reputation	Possible legal action	Severe	Confidential
		Tender contracts, building works	COPE portal	S/drive Viewpoin	e <10.000	0 Speci	Sed staff	Electronically	Creation date+12 years	Stafflogin credentials		/A	Loss of regulation	Proposition Service of Conference of Confere		Confidential
		Property acquisitions dessires														
		Property acquisitions account	Legal representatives Parties to the contract	S/Onlive Secure within restricted access	storage <100	Speci	fied staff	Electronically Hardcopy	Creation date+12 years	Stafflagin credentials restricted access	Secure storage within	/A	Loss of regutation	Possible legal action	Severe	Confidential
	Health and Safety	Neolth and safety representative records														
			N/A	S/drive	<100	Speci	fied staff	Electronic	Creation date+9 years	Stafflagin credentials	,	/A	None		Minimal	Open
	External bookings	Room / facility bookings for external parties	N/A	S/drive	<20	Speci	Sed staff	Electronic	Current academic year	Stafflagin credentials		/A	Lass of regulation		Minimal	Confidential
	Property access controls	→											Louidemutation	Warms to ciabits and		
			External security company	S/Drive	1000	Speci	fied staff	Electronic	Current academic year + 2 years	Stafflogin credentials	,	/A	freedoms of data subject	NATIONAL PROPERTY.	Moderate	Confidential
	Property disposal dessiers	→							FE Sector Retention Period: Current academic year +2 years SRC Specific Retention Period:							
			DNS Solicitor	S/Drive Secure within restricted access	storage <10	Speci	Sed staff	Electronically Hardcopy	+2 years SRC Specific Retention Period: Current academic year +5 years (Approved by Director of Client Services)	Stafflagin credentials restricted access	Secure storage within	/A	Loss of reputation freedoms of data subject Possible ICOs	Harms to rights and anction	Severe	Confidential
	Waste disposal records	Controlled waste	N/A	Sharepoint	<10,000		fied staff	Dectronic	Current academic year + 3 years	Stafflogin credentials		/A				Confidential
		• Speciality waste	No	stangout	<10,000	u speci	ned staff	sactionic	Current academic year + 4 years	scamagin credentials	,	, A	Lastarregutation		Meeta	Confidential
			N/A	S/Drive	<1000	Speci	Sed staff	Electronic	Current academic year + 3 years	Stafflagin credentials		(A	N/A		Minimal	Confidential
	Equipment and Consumable disposal including transfer of ownership	→	N/A	S/Drive	<1000	found	fied staff	Dectronic	Disposal + 1 year	Stafflagin credentials		/A	***		Malant	Confidential
	Fire inspection reports		No.	Approve		apeci		ancount.	Lisposar + a year	a.a.ragii Citamicas		in.	alor.			CONTRACTOR
	Fire inspection reports	→	NFS Insurers	S/Drive	1	Speci	Sed staff	Electronic	Duration of insurance contract + 3 years	Stafflogin credentials	,	/A	Loss of reputation		Moderate	Confidential
	Environments and consumable assistation	4														
			Prospective tenders	S/Drive	<100	Speci	Sed staff	Electronic Hardcopy	Disposal + 6 years	Stafflogin credentials within restricted access.	Secure storage	/A	N/A		Minimal	Public
	Operation and maintenance manuals	→						Electronic Hardcopy		Stafflagin credentials within restricted access	Secure da rage					
			Terms & Service contractor	Sharepoint	500,000	iū Specii	fied staff	Hardcopy	Lifespan of equipment	within restricted access	accretionage ,	/A	N/A		Minimal	Public
	Service of equipment, machinery and property	→	Health and Safety Executive	S/Drive Ecodomus	500,000		fied staff	Dectronic	Lifespan of equipment +5 year	Stafflogin credentials		/A	i ann ad ann a daile a		Malant	Confidential
			PROGRAM AND ADDRESS OF THE PARTY OF THE PART	April 10 March 10 Mar	330,000	a april		ancount.	Limparurequipment +a year	a.a.ragii Citamicas			LUSEUS HIJULIANUS			CONTRACTOR
	Property (Property rented by College)	Original leases/deeds						Electronic Hardcopy		Stafflogin credentials within restricted access	Securestorage					
			Other contracted party	Secure storage within restricted access	S/drive 2	Speci	fied staff	Hardcopy	End of lease+5 years	within restricted access	,	/A	Loss of regulation		Moderate	Confidential
	Saxioment	Mointenance contracts and schedules	LM Services	Ecodomus Shareon	int 500,000	in Source	Sed staff	Electronic Hardcopy	Lifetime of contract	Stafflogin credentials restricted access	Secure storage within		Loss of regulation		Moderate	Confidential
	Eine risks asse some ets	→	Contractor	S/Drive Sharepain	nt <1000	Search	Sed staff	Electronic Hardcopy	Lifespan of building	Stafflogin credentials restricted access	Secure storage within		Lassafregutation		Moderate	Confidential
		Copital building project files jas per contractual relationship with				4										
	Project Sies	contractor)	Contractor / Supplier	Sharepoint Secure within restricted access	estorage <5000	Speci	fied staff	Electronic Hardcopy	Until building demolished	Stafflogin credentials restricted access	Secure storage within	/A	Loss of reputation Cor	nmercial risk	Severe	Confidential
	Buildings and engineering works.	• Building plans / drawings			sounded.						Secure storage within					
	· ·		Contractors/Designers	Secure storage within restricted access Sha Ecodomus	1 million	on Speci	fied staff	Electronic Hardcopy	Permanent	Stafflogin credentials restricted access		/A	Commercial risk		Moderate	Confidential
		 Buildings and engineering works, inclusive of major projects abandoned or deferred 		Secure storage within restricted access Sha Ecodomus	prepoint			Electronic Hardcopy		Stafflogin credentials restricted access	Secure storage within					
			Contractors/Designers	Ecodomus	1 million	on Speci	fied staff	Hardcopy	Permanent	restricted access			Commercial risk		Moderate	Confidential
		Buildings portfolios/CDM files	Contractors/Designers	Secure storage within restricted access Sha Ecodomus	srepoint 1 million		Sed staff	Electronic Hardcopy	Permanent	Stafflogin credentials restricted access	Secure storage within		Commercial risk		Moderate	Confidential
	According to the second	Copy leases and deeds			estorage	a							Committee risk		and and	CONTRACTOR
	PISORITY I III III MANSON		Salicitor	Sharepoint Secure within restricted access	ricorage 10	Speci	Sed staff	Electronic Hardcopy	Permanent	Stafflagin credentials restricted access	Secure storage within	/A	Commercial risk		Severe	Confidential
		• Schedules and report on title	Salicitor	Sharepoint Secure within restricted access	estorage 10	Speci	Sed staff	Electronic Hardcopy	Permanent	Stafflogin credentials restricted access	Secure storage within	/A	Commercial risk		Severe	Confidential
		Convenants									Secure storage within					
			Solicitor	Secure storage within restricted access S	i/Drive 10	Speci	fied staff	Electronic Hardcopy	Permanent	Stafflogin credentials restricted access			Commercial risk		Severe	Confidential
		•Licenses and other rights over property	Solicitor	Secure storage within restricted access S	(Orive 10	Speci	Sed staff	Electronic Hardcopy	Permanent	Stafflagin credentials restricted access	Secure storage within	/A	Commercial risk		Severe	Confidential
		Original leases and deeds														
		and the second	Salicitor	Secure storage within restricted access S	(Orive 10	Speci	fied staff	Electronic Hardcopy	Permanent	Stafflagin credentials restricted access	Secure storage within	/A	Commercial risk		Severe	Confidential
		Property acquisition dessiers									Secure storage within					
			Solicitor	Secure storage within restricted access S	C/Drive 10	Speci	fied staff	Electronic Hardcopy	Permanent	Stafflogin credentials restricted access		/A	Commercial risk		Severe	Confidential
	Environmental management	Asbestos register						Electronic Hardcopy		Stafflogin credentials restricted access	Secure storage within	A.				
			Contractor	Secure storage within restricted access S	(Crise 9	Speci	fied staff	Hardcopy	Permanent	restricted access	,	/A	None		Minimal	Public
		Westerflows substances records including health documentation	Comment Control	Secure storage within restricted access S	Worke <500		fied staff	Destroyle	Permanent	Stafflogin credentials		/A	None		Minimal	Public
			LUNIVALIDE SCUDENTS			speci	neu sun?	emulatic	Personal Per	www.vegin.credenciais	,	in.				rudic
		Testing, maintenance and statutory inspections	Contractor	S/Drive Sharepoi Ecodomus	int <2000	speci	fied staff	Dectronic	Permanent	Stafflagin credentials		/A	Loss of reputation		Minimal	Confidential

Functionality Legislation Re	Area: Examinations			Art 30.1.d					Art 30.3	Art 30.1.f	Art.30.1.g / 30.2.d				
				Who is this information shared with? Eg. 3rd parties	Location of o	data	Volume of data held	Who has access to this data is category of staff?	Format of the data	Retention period	Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
Asset ID	Functionality	Class / Activity	Record Type												
EX00X	Examinations	Departmental Function	Client Information												
		JCQ Regulations	Specific awarding body regulations		S/drive restricted access	Secure storage within	50	Staff	Electronic Hardcopy	Lifetime of Regulations	Secure storage within restricted access Staff login credentials	NO	None	Minimal	Public
		Reports (Quality)	Moderation visit reports	Awarding Organisation	Sharepoint	S/drive	<10,000	Specified staff	Electronic	Current academic year + 3 years	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
		Centre Approvals (quality)	Centre approval document	Awarding Organisation	Sharepoint	S/drive	<50	Specified staff	Electronic	Record subject to on-going review and update	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
			Course approval letters (online)	Awarding Organisation	Sharepoint	S/drive	<500	Specified staff	Electronic	Record subject to on-going review and update	_ Staff login credentials	N/A	Loss of reputation	Minimal	Confidential

unctionalit	ty Area: Finance													
gislation	Ref:			Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g/30.2.d				
				Who is this information shared 3rd parties	with? Eg. Location of data	Volume of data held	Who has access to this data ie category of staff?	Format of the data	Retention period	Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
sset ID	Functionality	Class / Activity	Record Type										1 1	
NOOX	Finance	Departmental function	Client information											
		Financial Accounting / Statutory Accounting	 Records documenting the handling of petty cash. 	N/A	S/Drive storage within restricted access	Secure up to 200	Specified staff	Electronic Hardcopy	Current financial year + 6 years	Staff login credentials Secure storage within restricted access	NO	Loss of reputation	Minimal	Confidential
			 Records documenting financial returns made to the Department for the Economy. 											
				N/A	S/Drive storage within restricted access	Secure <500		Electronic Hardcopy	Current financial year + 6 years	Staff login credentials Secure storage within restricted access	NO	Loss of reputation	Minimal	Confidential
		Asset Management	 Records documenting low level/value / insignificant expenditure appraisa (lie business cases / economic appraisals), (eg chairs, routine everyday purchases). 	N/A	S/Drive storage within restricted access	Secure <500	Specified staff	Electronic Hardcopy	Current financial year + 6 years	Staff login credentials Secure storage within restricted access	NO	Loss of reputation	Minimal	Confidential
		Procurement / Contracts	Records documenting pre-procurement advice, specification and contract development documentation, PQQ and ITT.		her Public				Contracts NOT under seal: Expiry of contract + 6 years					
				Sector Organisations	S/Drive	1000+	Specified staff	Electronic	Contracts under seal: Expiry of contract + 12 years	Staff login credentials	NO	Loss of reputation	Minimal	Open (e-tenders)

Legislation Ref:																
				Art 30.1.d Who is this information shared with	? Location of data		Volume of data held	Who has access	to this data ie category of staff?	Art 30.3 Format of the	Art 30.1.f Retention period	Art.30.1.g / 30.2.d Description of technical and security measur			Risk rating	Security
				Eg. 3rd parties						data			DPIA in place?	breach?		classification
Asset ID	Functionality	Class / Activity	Record Type													
GC00X	Governance & Corporate	Departmental Function	Client Information													
,	Governance & Corporate	Sector Plan (Draft)	÷			•				•	•					•
	SOMETHING IN COMPANIE	ZEXXX FINITIONIU	,	Public	S/Drive Sharep	point 1	1	SMT		Electronic	Creation date + 10 years	Staff login credentials	NO	None	Minimal	Public
		College Development Plan	→													
		Some Development Fine	,	Public Department for Economy Governing Body	S/Drive Sharep	moint 1	10	SMT		Electronic	Creation date + 10 years	Staff login credentials	NO	None	Minimal	Public
		Defenses and the format and the first	→								.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
		Peformance reporting (report cards and ERC)	7	Public Department for Economy Governing Body	S/Drive Sharep	point 2	20	Specified College Staff		Electronic Hardcopy	Creation date + 10 years	Staff login credentials Restricted access archive storage	NO	Loss of reputation	Minimal	Confidential
		Governing Body	 Instrument of Government 													
				Public	Sharepoint : Within restricted access College W	Secure Storage Vebpage 3	2	CEO Chairperson	Governing Body Governing Body Secretary	Electronic Hardcopy	Record subject to on-going updae and review	Staff login credentials Secure stors within restricted access	ge NO	None	Minimal	Open
				rubiic	within extracted access—contege w	respuge .	-	Charperson	Covering Body Secretary	пагасору	and review	WILLIAM FEED BEEGG	NO.	None		Орен
			Articles of Government		Sharepoint :	Secure Storage		CEO	Governing Body	Electronic	Record subject to on-going updae	Staff login credentials Secure store	_			
				Public	within restricted access College W	Vebpage 3	3	Chairperson	Governing Body Secretary	Hardcopy	and review	within restricted access	NO NO	None	Minimal	Open
		Planning and implementation of organisational	→													
		and cultural change, and analysis of its impact		N/A	CEO Drive		<20	CEO Office		Electronic	Current academic year + 5 years	Staff login credentials Secure stora within restricted access	ge No	Loss of reputation	Minimal	Open
		College organisation plans / structures / charts	→	Public Department												
				for Economy Governing Body	S/Drive Share	epoint 1	10	SMT		Electronic	Creation date + 10 years	Staff login credentials	NO	None	Minimal	Public
		Risk assessment reports and associated documentation	→													
				Staff	S/Drive Share	repoint <	<200	Staff		Electronic	Current academic year + 5 years	Staff login credentials	N/A	Loss of reputation	Minimal	Open
		Service level agreements with suppliers	→								Record subject to on-going update					
				Contracted Body	Secure storage within restricted acce	ess <	<100	CEO office			and review	Secure storage within restricted access	N/A	Loss of reputation	Minimal	Confidential
		Departmental plans	→							Electronic	Record subject to on-going update	Staff login credentials Secure storage				
				Department for Education	S/Drive Share	repoint <	<100	CEO office		Hardcopy	and review	within restricted access	N/A	None	Minimal	Public
		<u>Equality</u>	 Equality schemes (Annual progress report to quality commission) 		Secure storage within restricted acce	arr Sharannint				Electronic	Record subject to on-going update	Staff login credentials Secure storage				
				Equality Commission	D/Drive	an smarepoint	1	CEO office	Restricted staff		and review	within restricted access	N/A	Loss of reputation	minimal	Public
			Disability action plan (DAP) (Annual progress report to													
			quality commission)	Equality Commission	Secure storage within restricted acce D/Drive	ess Sharepoint	1	CEO office	Restricted staff		Record subject to on-going update and review	Staff login credentials Secure storage within restricted access	N/A	Loss of reputation	minimal	Public
			Article 55 : 3 year review													
				Equality Commission	Secure storage within restricted acce D/Drive	ess snarepoint 5	5	CEO office	Restricted staff	Electronic Hardcopy	Record subject to on-going update and review	Staff login credentials Secure storage within restricted access	N/A	Loss of reputation	minimal	Confidential
			Documentation to support the development of scheme: DAP/reviews/equality screening/equality impact assessme	nt/		1	1 scheme per 3 years / Annual									
			monitoring	Equality Commission Public	Sharepoint S,		Progress Report DAP updated per annum	CEO office	Restricted staff		Retain from last action on the case + 6 years	Staff login credentials		Loss of reputation	minimal	Confidential
		Good relations / community relations liaison and)													
		reports	,	Equality commission	Sharepoint S/D	Drive 1	1 per annum	Specified staff		Electronic	Current academic year + 5 years	Staff login credentials		Loss of reputation	minimal	Confidential
		Reviews / annual reviews of progress (Annual														
		College Development Plan and whole College QIP)	→								Retain until 5 years review is					
				Department for Education ETI	Sharepoint S/D	Drive 8	8	CEO Office	Governing Body Secretar	y Electronic	completed +3 years	Staff login credentials	N/A	Loss of reputation	Minimal	Public
		Equality screening forms / equality impact	→													
		assessments.	→	Equality commission	Sharepoint S/D	Drive d	1 per annum per policy, per decision	Specified staff			Retain until 5 years review is	Claff India and antique	N/A	Loss of reputation	Minimal	Confidential
				Equality commission			Decision	specified starr			completed +3 years	Staff login credentials		LUSS OF REPUTATION	wiinimai	Confidential
		Policies and procedures (approved)	→	None	Sharepoint V S/Drive	Website	<500	CEO office		Electronic Hardcopy	Date of review + 6 years	Staff login credentials Secure stora within restricted access	ge N/A	Loss of reputation	Minimal	Public Open
		Statistical data used for monitoring policy decisions and access to services	→								Retain until signed off or approved +					

Functionali	ty Area: Human Resources													
Legislation I	Ref:			Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g / 30.2.d				
				Who is this information shared with Eg. 3rd parties	? Location of data	Volume of data held	Who has access to this data is category of staff?	Format of the data	Retention period	Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
Asset ID	Functionality	Class / Activity	Record Type											
HROOX	Human Resources	Departmental Function	Client Information											
		<u>Staff Recruitment</u>	Advertisement of vacancies	Public	Q/Drive	<500	Specified staff	Electronic	Full of Vacancy + 3 years	Staff login credentials	NO	Loss of reputation	Minimal	Public
		<u>Job descriptions</u>	• Job descriptions	Public	Q/Drive	Up to 1000	Specified staff	Electronic Hardcopy	Record subject to on-going update and review	Staff login credentials Secure storage within restricted access	NO	Loss of reputation	Minimal	Public
			 Assessment of jobs in relation to established job evaluation criteria 	N/A	Q/Drive	<50	Specified staff	Electronic	Record subject to on-going update and review	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
		Staff handbook / manual	\rightarrow	All staff	Q/Drive Sharepoint	: 1	All staff	Electronic	Record subject to on-going update and review	Staff login credentials	NO	None	Minimal	open
		Staff payment records	Non-teaching / lecturer pay scales	Not shared	Q/Drive Sharepoint	<20	All staff	Electronic	Termination of employment + 6 years	Staff login credentials	NO	None	Minimal	Open
		<u>Survey reports</u>	• Staff surveys	Not shared	Q/Drive	<10	Specified staff	Electronic	Creation date +3 years	Staff login credentials	N/A	None	Minimal	open

gislation Ref:					Art 30.1.d						Art.30.1.g / 30.2.d				
set ID	Functionality	Class / Activity	Record Type		Who is this information shared with?	Location of data	Volume of data held			Retention period		If applicable, is there an up to date	Risk / Impact of a data breach?	Risk rating	Security
roox	ICT	Departmental Function	Client Information		Eg. 3rd parties			category of staff?	data		security measures	DPIA in place?			classification
	іст	<u>Software Licences</u>		\rightarrow	N/A	Sharepoint	150	Specific IT staff	Electronic	Lifetime of license + 1 year	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
		Software / Hardware - Lease / Purchase / Maintenance agreements / Contracts		\rightarrow	N/A	Sharepoint	150	Specific IT staff		Lifetime of lease / purchase / contract +1 year	Staff login credentials	NO	Loss of reputation	Minimal	Confidential
		Design, development and implementation of IT systems including source code and configurations		\rightarrow	Contractors	Sharepoint	<200	Specific IT staff		Record subject to on-going update and review	Staff login credentials	NO	Compromised College Security	Moderate	Confidential

Legislation Ref:				Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g / 30.2.d				
Asset ID	Functionality	Class / Activity	Record Type	Who is this information shared with	P Location of data	Volume of data held	Who has access to this data ie	Format of the	Retention period	Description of technical and security measures	If applicable, is there an up to date	Risk / Impact of a	Risk rating	
INSOOX	Insurance	Departmental Function	Client information	Eg. 3rd parties			category of staff?	data			DPIA in place?	data breach?	A	classification
	Insurance	Claims history (Insurance Synopsis)	→	Broker	J/Drive S/Drive Secure storage within restricted access	<10		Electronic Hardcopy		Login credentials Secure storage within restricted access		Loss of reputation	Minimal	Confidential
		Renewal documentation (Including insurance reports)	→	Broker	J/ Drive S/Drive Secure storage within restricted access	<10		Electronic Hardcopy		Login credentials Secure storage within restricted access		Loss of reputation	Minimal	Confidential
		Insurance - inspectors	→	Health and Safety Executive	J/ Drive S/Drive Secure storage within restricted access	<10		Electronic Hardcopy		Login credentials Secure storage within restricted access		Loss of reputation	Minimal	Confidential
		Insurance correspondence (advice + general corrrespondence)	→	Insurers	J/Drive S/Drive	<100	Specified EST staff	Electronic	Creation date + 6years	Login credentials	NO	Loss of reputation	Minimal	Confidential
		Insurance premium payments	→	Insurers	J/ Drive S/Drive	<100	Specified EST staff	Electronic	Creation date + 6years	Login credentials	NO	Loss of reputation	Minimal	Confidential
		Indemnities and guarantees	→	Contracted Organisations (Proof of insurance and compliance)	J/ Drive S/Drive Sharepoint	<150	Specified EST staff	Electronic	Creation date + 10 years	Login credentials	NO	Loss of reputation	Minimal	Confidential
		Certificates of employers and public liability insurance	→	Broker	J/Drive S/Drive Sharepoint Secure storage within restricted access	<30		Electronic Hardcopy		Login credentials Secure storage within restricted access		None	None	Confidential

Functionality Area: Insurance

inctionality Area: N gislation Ref:	narketing			Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g / 30.2.d				
				Who is this information shared with? Eg. 3rd parties	Location of data	Volume of data held	Who has access to this data is category of staff?	e Format of the data	Retention period	Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
set ID			Record Type											
KT00X	Marketing	Departmental Function	Client Information											
	Marketing	Marketing Management	Marketing campaigns and assessment of their impact: Marketing plans, Market research reports +Application reports	N/A	Share Point	20	All staff	Electronic	Current academic year +1 year	Staff login credentials	N/A	Loss of reputation	Minimal	Public
			Marketing Strategy	N/A	Share Point	1	All staff	Electronic	Current academic year + 4 years	Staff login credentials	N/A	Loss of reputation	Minimal	Public
		<u>Promotional Information</u>	Design and control of college corporate identity: Brand guideline + Publicity material	All stakeholders	U/Drive S/point	20	All staff	Electronic	Record subject to ongoing update and review		N/A	Loss of reputation	Minimal	Public

Franchisco Harrison Administration

egislation Ref:	Functionality	Class / Activity	Record Type	Art 30.1.d Who is this information shared with Eg. 3rd parties	? Location of data	Volume of data held	Who has access to this data in category of staff?	Art 30.3 Format of the data	Art 30.1.f Retention period	Art.30.1.g/30.2.d Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
QUA00X	Quality	Departmental Function	Client information											
	Quality	ETI and QAA	 Inspection reports 	Not shared	S/drive Sharepoint	<50	Quality Team	Electronic	Record subject to on-going update and review	Login credentials	N/A	None	Minimal	Open
			 Survey reports 	Not shared	S/drive Sharepoint	<50	Quality Team	Electronic	Record subject to on-going update and review	Login credentials	N/A	None	Minimal	Open
		Current awarding body examination /												

All staff

Electronic

Record subject to on-going update and

N/A

None

Minimal Public

Functionality Area: Quality

assessment rules and regulations

Not shared

Sharepoint

unctionality Area: Record Management	ent		Art 30.1.d							Art 30.3	rt30.3 Art30.1.f Art.30.1.g/30.2.d					
sset ID Functionality	y Class / Activity	Record Type	Who is this information shared with? Eg. 3rd parties		h? Location of data		Volume of data held	Who has access to this data ie category of staff?			Retention period		If applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
ECOOX Record Managem	ement Departmental Function	Client Information														
Record Managam	ment Shredding certification	→	Mount Charles	River Ridge	Secure storage within restricted ac	cess	up to 10	Specified staff		Hardcopy	Current academic year + 1 year	(Dedicated) secure storage within restricted access	N/A	Loss of reputation	Minimal	Confidential
	Retention and disposal schedule	→	FE Sector	Public	Sharepoint	College Website	1	Staff	Public	Electronic	Date of review + 6 years	None	N/A	None	No risk	Public
	<u>Publication scheme</u>	\rightarrow	Public		College website		1	Staff	Public	Electronic	Date of review + 6 years	None	N/A	None	No risk	Public
	Record of processing activities	\rightarrow	N/A		S/Drive		2	Specified staff		Electronic	Date of review + 6 years	Staff login credentials	N/A	Loss of reputation	Moderate	Confidential
	ICO data controller registration certificate	→	Not shared		S/Drive		6	Specified staff		Electronic	Date of review + 6 years	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
	Data privacy impact assessments	→			S/Drive		<20	Specified staff		Electronic	Date of review + 6 years	Staff login credentials		Loss of reputation	Moderate	Confidential
	Data sharing agreements	→	Sector Agreeing Party	DfE	S/Drive		<20	Specified staff		Electronic	Date of review + 6 years	Staff login credentials	N/A	Loss of reputation	Moderate	Confidential