	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	Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic 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, stored or otherwise processed
	Data Sharing Agreement	A softer version of a contract, solely for purpose of considering the personal data processing side of a relationship
	Data Protection Impact Assessment	An assessment of data protection implications performed at the start of a new project which impacts on personal data or peoples privacy. Examples include, new technologies, camera installation, large scale processing – anything which will result in high risk.

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ity Area: Governance and Corporate			ACRE14/2023	Art 20.14 / 20.2 h	A4180.1e	MINLA	Article 20.2 a	A1182.1 h / A116	Art 80.1 d		A4180.1+/10.24			ACE	447		AVENUE.	44.80.17	MINI.4/80.24				
No.			Categories of personal data	Categories of data subject	Who is the data controller?	Who is the joint controller? (if applicable)	Who is the data processor? (if	Purpose / lawful basis for this data 'orgonisins'	Who is this information shared w Eg. 3rd parties	is there a data charing agreement, contract in place?	Is this data transferred to another country / international organisation	Location of data	Volume of data he	dd Does this contain 'special category' da	Purpose / lawful basis for ta? processing special category	Who has access to this data in category staff?	of Format of the data	Retention period	Description of technical and security	measures if applicable, is there an up to d DMA in place?	ate Risk / Impact of a data breach?	Rick cating	Security
Functionality	Class / Activity	Record Type					applicable)			1					data								4
										CALCAS AND													/
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Sovernance & Corporate	Severains Body	<ul> <li>Annual signed register of interest forms</li> </ul>	Membership Relationship with employees	Governing Body members SMT	sec	None	None	6.58 Performance of a Public Task	Public	NO	NO.	Sharepoint Securephysical storage	<300	MO .	N/A	CEO Governing Body secretary Governing Body Chairperson	Bectronic Hards	End of Governor's py Terms + 6 years	Staff login credentials Se within restricted access	oure doinge NO	None	Minimal	Public
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	Governing Body / Sub-Committee	Minutes and Papers	Name Employer	Staff Stakeholders	sac	N/A		6.10 Legal Obligation 6.16 Performance of a public task	Public Departmen For Scorony	E N/A	nja.	S/brise Sharepoint Secure physical disrage	Minutes-500+ Paper 20,000+	NO NO	N/A	Public	Bectronic Hardcopy		Stafflogin credentials Se within restricted access	War goulds	Public - None Confidential - Organizational risk/Loss of reputation	Moderate	Public Confidential
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Functionality Area: Human Resources

Functionality Area: Human Res	surces		Art 30.1 c / 30.2 h	Art 20.1.c / 20.2.1	a Atlana	ATRIA	Article 20.2 a	Art30.1.b/Art6	Arries of		AC20.1+/20.2:				444	4418		44720.2	473011	Art 20 1 a / 20 2 d				
			Categories of personal dar	Categories of data su	who is the data controller?	Who is the joint control (if applicable)	ler? Who is the data processor? (if	Purpose / lawful basis for this data 'processing'	Who is this information shared wi Eg. 3rd parties	is there a data charing agreement contract in place?	/ Is this data transferred to anothe country / international organisation	Location o	f data	Volume of data he	Does this contain 'special category' data	2 processing special category	Who has access to this data is category of staff?	e Format of the data	Retention period	Art.30.1.g/38.2.d Description of technical and security mean	res If applicable, is there an up to do DPIA in place?	te Risk / Impact of a data breach?	Risk rating	E Security classification
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	·		Staffname	Staff	SAC	N/A	N/A	6.15 - Performance of a public task	N/A	N/A	N/A	Qtbrise		<500	No	N/A	Specified staff	Electronic	Full of Vacancy + 3 years	Stafflogin credentials	NO	Loss of regulation	Minimal	Confidential
		<ul> <li>Application forms/leters/ew octes/files relating to recruitment activity fluccentful applicants only)</li> </ul>	Name Address Contact details Qualifications Employment history Referee	Staff Refere	e SAC	N/A.	N/A	6.1C-Legal obligation	None	N <sub>i</sub> (i).	N/A	Q/Drive restricted access	Secure corage within	<500	Yes	9.26	Specified staff	Electronic Wardcopy	Full of Vacancy + 3 years	Scafflogie credentals: Restricted access in locked storage	NO	Harmstonights and freedoms of data subject. Possible canction for ICO Loss of reputation	m Severe	Confidential
		<ul> <li>Application furnse/interview occur/flux winding to recruitment activity (unsuccensful applicance only)</li> </ul>	Name Address Contact details Qualifications Employment history Referee	Staff Refere	e SRC	N/A	NOA	6.1C-Legal obligation	None	NA	NA	Q/Drive red/sched access	Secure parage within	<9000	Yes	9.26	Specified staff	Electronic Wardcopy	Appointment to the gost +1 year	Stafflogie credestals. Restricted access in locked storage	NO	Hammato rights and freedoms of data subject. Possible sanction for ICO Loss of reputation	m Severe	Confidential
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		Probation reports	Name Contact details Bank details Medical details References	Staff	SAC	N/A	N/A	6.18-Performance of a contract	N/A	N/A	N/A	Qlbrise		up 10 2000	Yes	9.26	Specified staff	Electronic	Termination of employment +: years juniest Health & Safety issue highlighted, see Medical Reports below)		NO.	Harmono rights and freedoms of data subject Possible sanction f ICO Loss of reputation	om Sevene	Confidential
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	Staff assertent records	Information relating to redundancies	Name Employee/D Age Salary Duration of service	Staff	SAC	N/A	BMC .	6.1C-Legal obligation	BMC	465	N/A	Q@rive	JANÉ system	up to 1000	N/A	N/A	Specified staff	Electronic	Termination of employment + years	Stafflogin credentials	NO	Harmsto rights and freedoms of data subject	Moderate	Confidential
		Making payroll payments (PSR RECORD)	Name Employee1D	Staff	SAC	N/A	awc .	6.18 - Performance of a contract	BMC	VES	N/A	Qtirive	JANE system	up 10 1000	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Stafflogin credentials	NO	Harmsto rights and freedoms of data subject Possible sanction from ICO Loss of reputation	Severe	Confidential
		• Payelps	Name Employee1D	Staff	SAC	N/A	BMC	6.18 - Performance of a contract	BMC	YES	NA	Qibrise	JANE system	50,000+	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Stafflogin credentials	NO	Harmstoirights and freedomoof data subject Possible sanction ICO Loss of reputation	om Severe	Confidential
		Payral calculation records including: Overtime, additional hours and honourcries, Wages - ealary records     Claimsfor salary payment     Saturony returns - nations (PAG, PAG, P114, P45, P11, P45)																	Termination of employment + +			Hammon rights and freedoms of data subject. Possible sanction	om	
			Name Employee1D	Staff	SAC	N/A	awc .	6.18 - Performance of a contract	BMC	465	NA	Q/Drive	IANS system	50,000+	Yes	9.26	Specified staff	Electronic	years	Stafflogin credentials	NO	ICO Lossofreputation	Severe	Confidential
		BACS submission report	Name Employee1D	Staff	SAC	N/A	BMC	6.18 - Performance of a contract	BMC .	YES	NA	QlDrive	IANS system	<600	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Stafflogis credentials	NO	Harmsto rights and freedoms of data subject Possible cancolon t ICO Loss of reputation	om Severe	Confidential
		Statutory maternity pay records and calculations	Name EmployeeID	Staff	sec	N/A	awc	6.18 - Performance of a contract	BMC	AES	NA	Q/Drise	IANE system	up to 500	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Stafflogin credentials	NO	Hammuto rights and freedoms of data subject — Possible sanction from ICO — Loss of regutation	Severe	Confidential
		Statutory sick pay records and calculations	Name Employee1D	Staff	SAC	N/A	awc .	6.18 - Performance of a contract	BMC .	ves	NA	Q/Drive	JANE system	up to 1000	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Staff login credentials	NO.	Harmsto rights and freedoms of data subject Possible sanction f ICO Loss of reputation	om Severe	Confidential
		<ul> <li>Shared parental leave records and calculations (including unpoid leave)</li> </ul>	Name Employee1D	Souff	SRC	N/A	awc	6.18-Performance of a contract	amc .	465	N/A	Qfbrive	JANE system	up to 100	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Stafflogin credentials	NO	Harmstorights and freedoms of data subject Possible sanction ICO Loss of reputation	om Severe	Confidential
	Medical records	Medith records	Name Contact details Employee/D	Staff	SAC	Occupational health OHRO	N/A	6.1C-Legal obligation	CHRD NLGCSC Pension providers	Yes	NA	QfDrive		Up to 1000	Yes	9.26	Specified staff	Electronic	Termination of employment + years	Staff login credentials	NO	Harmsto rights and freedoms of data subject Possible sanction I ICO Loss of reputation	om Severe	Confidential
	Dispute resolution	<ul> <li>Ries relating to disciplinary, grievance and harassment hearings</li> </ul>	Name Contact detail Description of complaint	ik Surr	SAC	Legal representatives	N/A	6.1C-Legal obligation	Legal representatives	Vec	NO	Q/Drive restricted access	Secure storage within	400	Yes	9.26	Specified staff	Electronic Hardcopy	Termination of employment + years	Staff logic credentials Restricted of	rage NO	Harms to rights and freedoms of data subject Possible sanction ( ICO Loss of reputation	om Severe	Confidential
		Industrial tribunal papers	Name Contact detail Description of complaint	is sur	SAC	Legal representatives	N/A	6.1C-Legal obligation	Legal representatives, insurers	You	NO	Qlbrive restricted access	Secure darage within	<100	Yes	9.26	Specified staff	Electronic Hardcopy	find of tribunal case+6 years	Stafflogin credentials Restricted of	rage NO	Harmstorights and freedomost data subject Possible sanction from ICO Loss of reputation	Severe	Confidential

				Categories of perso data	nal Categories of data su	oject Who is the data controller?	Who is the joint controller (if applicable)	Who is the data processor? (if applicable)	Purpose / lawful basis for this data 'processing'	Who is this information shared with? Eg. 3rd parties	Is there a data sharing agreement / contract in place?	Is this data transferred to another country / international organisation	Location of data	Volume of data held	Does this contain 'special category' data?		Who has access to this data le 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
rt ID	Functionality	Class / Activity	Record Type																					
or .	ICT	Departmental Function	Client Information																					
	KI	ther account for on sudits	÷	Loginactivity	Student Staff	SRC	N/A	Office365	G.1E Performance of a public task	Processor	YES	YES	Hosted servers internal servers	<10	NO	N/A	Specific IT staff	Dectronic	Creation date+up to 1 year	Stafflogin credentials	NO I	Loss of regutation	Moderate Confi	fidential
		Web filtering / frewallings	<b>→</b>	Loginactivity	Student Staff	SRC	N/A	Palo-alto	6.15 Performance of a public task	Processor	YES	YES	Hosted servers Internal servers	1	NO	N/A	Specific IT staff	Electronic	Creation date+1 year	Stafflogin credentials	NO I	Loss of reputation	Moderate Confi	fidential
		Operation of data back-so loss and archiving pastings	<b>→</b>	Loginactivity	Student Staff	SRC	N/A	Office 165	6.16 Performance of a public task	Processor	YES	YES	Hosted servers Internal servers	<10	NO	N/A	Specific (T staff	Electronic	Record subject to on-going update and review	Staff login credentials	NO .	Loss of reputation	Moderate Confi	fidential
		Active directory accounts / VLE accounts for staff	<b>→</b>																	User account		Compromised College Security		

Hosted servers internal

Hosted servers Internal

Hosted servers internal

servers

servers

14,000

9.26

Art 20.1.e/30.2.c

Art 20.1.g/20.2.d

User account

Security measures

Security measures

Possible ICO sanction

Possible ICO sanction

Possible ICO sanction

Loss of reputation

Loss of regutation

Compromised College Security

Compromised College Security

Severe Confidential

Severe Confidential

Severe Confidential

Loss of regutation

Duration of employment or study + 6 MFA

Duration of employment or study + 6 MFA

Staff - duration of employment + 6 User account

study + no longer than 6 months Security measures

months Students-duration of MFA

Specific IT staff End user Electronic

Art 20.1.b / Art 6

Office 365 Canvas 6.16 Performance of a public task

6.1E Performance of a public task

Art 20.1.d

Dependent on nature of data

communication and actions of end user NO

Functionality Area: ICT

Exchange mailboxes

Staff and student home drive data

Art 30.1.c/30.2.b Art 30.1.c/20.2.b

Staff Name

Student Name

All personal data held by

the end user in their email

All personal data held by

the end user in their email

Functionality Area: Insurance Legislation Art		Art 20.1.c / 20.2.b	Art 20.1.c / 20.2.b	Art 20.1.a	Art 30.1.a	Article 30.2 a	Art 20.1.b / Art 6	Art 20.1.d		Art 20.1.e / 20.2.c			Art 9	Arts		Art 20.2	Art 20.1.f	Art.20.1.g/20.2.d				
Asset ID Functionality	Class / Activity Record Type Opportmental Function Class Information	Categories of personal data	Categories of data subje	who is the data controller?	Who is the joint controller? (If applicable)	Who is the data processor? (If applicable)	Purpose / lawful basis for this data 'processing'	Who is this information shared wit Eg. 3rd parties	is there a data sharin agreement / contract place?	g is this data transferred to another country / international organisation?	Location of data	Volume of data held	Does this contain 'special category' data	Purpose / lawful basis for processing special category data	Who has access to this data i category of staff?	e Format of the data	Retention period	Description of technical and security measures	If applicable, is there an u to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
	fruitien prymerits ->	Name Contact details Date of birth Address	Staff Student Public	SRC	Marsh (Broker)	N/A	6.1C Legal Obligation	Stroker	Yes: contract	NO	J/Drive 5/Orive Secure storage	420	YES	9.26	Specified EST staff	Electronic Hardcopy	Creation date+3 years	ogin credentials Secure storage within extricted access	NO	Loss of reputation Harms to rights and freedoms of the data subject Possible ICO sanction	Severe	Confidential
	Insurance documentation / schedule.	Name Contact details Details of solicit Address	r Staff Student Public	SRC	Marsh	N/A	6.1C Legal Obligation	Broker	YES	NO	J/ Drive 5/Orive Secure storage	<100	YES	9.26	Specified EST staff	Electronic Hardcopy		ogin credentials Secure storage within extricted access		Loss of reputation Harms to rights and freedoms of the data subject Possible ICO sanction	Severe	Confidential
	truscance keeder americalisticam paemental →	Name	Claimant	sac	Solicitor	NA.	6.1C Legal Obligation	Solicitor	NO	NO	I/ Drive S/Drive Secure storage	-420	NO	N/A	Specified EST staff	Dectronic		ogin credentials Secure storage with a entricted access	NO	Loss of reputation	Minimal	Coeffidential
	Chimshistory • First + Correspondence	Name Address Date of birth Nations Insurance Number Claims history Nature of Injury		sac	Marsh (broker)	N/A	6.1C Legal Obligation	Broker -	Yes - Contract	NO	1/Drive S/Drive Secure storage	<10,000	Yes	9.25	Specified EST staff	Electronic Hardcopy		ogin credentials Secure storage with ketricted access		Loss of reputation Possible ICO sanction Harms to rights and freedoms of the data subject	Severe	Confidential
	Deconfidencementine ill sudesti bizomeni dia listolere sonza, sellenti centesti diristi. DOS. pant ell'indicate sonza, sellenti centesti diristi. DOS. pant ell'indicate haribi diris alesanenti tibi. discontinio, communicati haribi di insurance, detaili. Eliama suberittud antiri.	Name Date of birth Course Placement details	Student	SRC	Marsh	N/A	6.1C Legal Obligation	Marsh	Yes - contract	NO	I/Orive S/Orive	<200	NO	N/A	Specified EST staff	Electronic	Current scademic + 6years	agin credentials	NO	Less of regulation	Moderate	Confidential

0 Functionality Area: Marketin																							
Legislation Ref:			Art 20.1.c / 20.2.b  Categories of personal data	Art 30.1.c/30.2.b Categories of data subject	Art 30.1.e Who is the data controller?	Art 20.1.a Who is the joint controller? (if applicable)	Article 20.2 o Who is the data processor? (if	Art 20.1.b / Art 6 Purpose / Iswful basis for this data 'onocessing'	Art 30.1.d  Who is this information shared with  Eg. 3rd parties	h? Is there a data sharing agreement /	Art 20.1.e/30.2.c  Is this data transferred to another country / international organization	Location of data	Volume of data held	Art 9 Does this contain	Purpose / lawful basis for processing special category	Who has access to this data ie categor of staff?	Art 30.2 y Format of the data	Art 30.1 f Retention period	Art.30.1.g/20.2.d  Description of technical and security measures	If applicable, is there an up to date DPIA in place?	Risk / Impact of a data	Risk rating	Security dassification
Asset ID Functional	ity Class / Activity Departmental Function	Record Type			controller	(r appicada)	applicable)	processing	Eg. ara parties	contract in place?	country / international organisation			special category data	data data	or starry	data		security measures	DAN IN DISCOL	breach?		
Marketing Marketing	Esternal Toks		Name Email A PhoneNumber d	ipplicants details Student letails SRI	c	N/A	N/A	6.15-9erformance of a public task	N/A	NO	NO	Outlook Social Media Inbakes	500	NO	N/A	Specified Staff	Dectronic	Current academic year (inboses may be cleared on a 6 monthly basis upon ICT recommendation)	Staff lagin credentials	VES	Loss of reputation	Minimal	Confidential
		the public fincluding Celebration Events, Graduation Ceremonies and Celebration of Student Success): Organization and administration. Plak management and assessment.	Name Email M Phone Number Address Pi	Members of public Soudent Statential students SRd		N/A	N/A	6.16-Performance of a public task	N/OK	NJA	NO	Shangoint	100	NO	N/A	Specified Staff	Dectronic	Current academic year +1	Staff login credentials	N/A	Lossofreputation	Minimal	Confidential
		Stokehalder Communication	Name Small gr	chool DES Aedia outlets Youth regarilations Community proups Libraries Aedia outlets SRd		N/A	N/A	6.16 - Performance of a public task	N/OL	NO	NO	U/Drive	1000	NO	N/A	Specified Staff	Dectronic	Current academic year +1	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
	Promotional information	Collegeprospectus	Name Image C Course Age A	Jument Students Jument Students		N/A	N/A	6.16 Performance of a Public Task	All stakeholders	NO	NO	Sharepoint College website	1 per annum	N/OA	N/A	All stakeholders	Dectronic Hardcopy	Permanent	N/OL	N/A	Nane	Minimal	Public
		<ul> <li>Phatagraphy/firms/videos/foctage</li> </ul>	image Name Course Age St PreviousSchool St	tudents Alumni tuff SRI		None	Contracted PR company Department for Economy	6.1A-Consect 6.1F- LegismateInterest	Media Outlets	N/A	NO	Sharepoint Website Social Media Printed Communication Digital screens	2000	NO	N/A	All stakeholders	Electronic Hand copy	Permanent	Staff lagin credentials	N/A	Loss of reputation	Minimal	Public
		Callege newsletter	Name Image C Course Age A	Turnent Students Slumni SA		N/A	N/A	6.16 Performance of a Public Task	All stakeholders	NO	NO	Sharepoint College website	1 per annum	N/A	N/A	All stakeholders	Dectronic Hard copy	Permanent	N/OL	N/A	None	Minimal	Public
		Direct marketing	Name Address A	rospective students applicants SRI		N/A	N/A	6.16 Performance of public task	Contracted print company	None	NO	Shanepoint	2500	N,OL	N/A	Specified Staff	Dectronic	Record subject to ongoing update and review	Staff login credentials	NO	Loss of reputation	Minimal	Open (to all staff)
			Name Organisation contact details M	Aedia outlet staff SRI		None	N/A	6.15 Performance of public task	N/OL	NO	NO	Sharepoint	<b>40</b>	NO	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	NO	None	Minimal	Public
			Name Age Hometown Previous C School Coursellackground P	Jument students revious students SRI		None	N/A	6.15 Performance of public task	Media outlets	NO	NO	Sharepoint Website Social Media Printed Communication Digital screens	200	NO.	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	N/A	N/A	Minimal	Public
	Consett information	Photographs, video and audio		ument Students Previous tudents SRI		None	N/A	6.1AConsent	NA	N/A	N/A	Sharepoint	200	NO	N/A	Specified Staff	Dectronic	End of consent from timeframe + 1 year	Staff login credentials	N/A	N/A	Minimal	Public
	Alumni		Name Contact details Current Employment Previous Course P	Trevious Students SRI		None	N/A	6.16 Performance of Public Task	N/OL	N/A	N/A	Sharepoint	2000	NO.	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	N/A	Loss of regutation	Minimal	Confidential
			Name Contact details Current Employment Previous Course P	revious Students SRI		None	N/A	6.15 Performance of Public Task	N/OL	N/A	N/A	Sharepoint	2000	NO	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	N/A	Loss of regutation	Minimal	Confidential
			Name Contact details Current Employment Previous Course P	revious Students SRI		None	N/A	6.16 Performance of Public Task	N/A	N/A	N/A	Sharepoint	2000	NO	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
			Name Contact details Current Employment Previous Course P	revious Students SRI		None	N/A	6.16 Performance of Public Task	N/A	N/A	NO	Sharepoint	2000	NO	N/A	Specified Staff	Dectronic	Permanent	Staff login credentials	N/A	Loss of reputation	Minimal	Confidential
	Student profiler			Current students Previous tudents SRI		N/A	N/A	6.1AConsent	N/OK	N/A	NO	Sharepoint	200	NO	N/A	Specified Staff	Dectronic	Permanent	Staff lagin credentials	N/A	Loss of regutation	Minimal	Public
	Staff Communications	<b>→</b>	Name Role Personal interest St	EUT SHO		N/A	N/A	6.1AConsent	All staff	N/A	NO	Shanepoint	12	NO	N/A	All staff	Dectronic	Current year+6	Staff lagin credentials	N/A	Loss of reputation	Minimal	Open

Functionality Area: MS			2017/2017	Art 80.1 c / 80.		AT NO. Le	ATRIA	Arrich M. La	AG2018/AG6	ACREA		AE 20.1 e / 20.2 c			4474	Arri			Art 20.2	4410011	A1201a/202d				
Asset ID Functionality Class / Activity MSG Separtment/section	Record Type Checkedownston			Categories of data	tubject W	ho is the data controller?	Who is the joint controller? (If applicable)	Who is the data processor? (if applicable)	Purpose / lawful basis for this data "processing	Who is this information shared with?  Eg. 2nd parties	is there a data sharing agreement contract in place?	It this data transferred to another country / international organization	Location of data	Volume of data heli	Does this contain 'special category' data	Purpose / lawful basis for processing special category data	Who has access to t of st	this data le category taff?	Format of the data	Retection period	Description of technical and secu measures	ty if applicable, it there an up to da DPIA in place?	e Rids: / Impact of a data breach?	Risk rating	Security classification
Timetables	÷	Staffn	me Staffi©	Stuff	SAC	N	4/A	N/A	6.55 Performance of a Public Task	N/OL	NO.	NO.	ms	20,000	NO	N/A	MS staff C Students	Curriculum staff El	lectronic	Current academic year +2	685 Staff login credentials	NO	Loss of regulation	Minimal	Public
Serviment records with plane blance and the of equipment of equipment of equipment of equipment of equipment of equipment of equipment of equipment of equipment of equipment of equipment	time and out.		lent personal data ad on ERS (for CDR)	Student	SRC	D	Department of Economy	N/A	6.18 Performance of a contract	Department for Economy	NO.	NO.	S/drive	20,000	YES	8.36	Specific MS staff		lectronic	Current academic year +7	Staffiogia credentials	NO	Harmono rights and freedoms of the data subject Risk of sanction from ICO Loss of reputation	Severe	Coefidential
Besidenthard conver	electronici →		t name Student ID me StaffID	Student st	er sac	N	4/4	N/A	6.10 Legal Obligation	N/OL	NO	NO.	ms	20,000	NO	N/A	MS staff C Campus Services	Curriculum staff Faculty Admin El	lectronic	Current academic year +7	685 login Staff creden	wis NO	Loss of reputation	Minimal	Open
Course set-up	<ul> <li>Authorized course set w documentation</li> </ul>		me StaffiD	Sculf	SAC	N	q/A	N/A	6.16 Performance of a public task	N <sub>i</sub> OL	NO.	NO.	S/drive	7,500	NO	N/A	MIS staff Faculty Admin	Curriculum staff B		Retain until external audit complete (or up to it years, whichever is shorter)	Specific stafflogin credentials	NO	Loss of regulation	Minimal	Confidential
	<ul> <li>Authorized course area documentation</li> </ul>		me Staffilio	Staff	sec	N	4/A	N/A	6. SE Performance of a public task	N/OL	NO.	NO.	S/drive	2,500	NO	N/A	MIS staff Faculty Admin	Conscionstaff B		Retain until external audit complete (or up to it years, whichever is shorter)	Specific stafflingin credentials	NO	Loss of regulation	Minimal	Confidential
	<ul> <li>Authorized course conc documentation</li> </ul>		me StaffiD	Sculf	SAC	N	q/A	N/A	6.16 Performance of a public task	N <sub>i</sub> OL	NO.	NO.	S/drive	800	NO	N/A	MIS staff C Faculty Admin Services staff	Curriculum staff Specific Campus El		Retain until external audit complete (or up to it years, whichever is shorter)	Specific stafflogin credentials	NO	Loss of regulation	Minimal	Confidential
Withdrawii forms i tra amendraets	other become d →	Souder	t name Student ID	Student	sac		4/4	N/A	6. 16 Performance of public task	NO	NO.	NO.	S/drive	1,200	WES	836	MS Finance	Faculty staff CampuServices B	lectronic	Creation-date+3	Stafflogin credentials	NO	Hammoto rights and freedoms of the data subject Risk of sanction from ICO Loss of reputation	Moderate	Confidential
Student database og Qi 1880	5, QLP and LMS →	All the	lent data	Student sta	T SHC	N	4/4	Data based hosts	6.18 Performance of a contract	Department for economy	NO.	NO.	Applicable system	\$00,000 ÷	WES	9.26	Specific staff	e	lectronic	End of relationship +10	Specific stafflogin credentials	NO	Hammsto rights and freedoms of the data subject. Risk of sanction from ICO. Loss of reputation.	Severe	Confidential

Functionality Area: Quality
Legislation Ref.

Asset ID Functionality
QUARKY Quality

Area: Quality			Art 20.	1.c/302.b	Art 30.1.c/30.2.b	Art 20.1.e	Art 20.1.a	Article 20.2.a	Art 20.1.b / Art 6	Art 20.1.d		Art 20.1.e/30.2.c		Art9	Art 9		Art 30.3	Art 30.1.f Art.30	1.g/20.2.d				
functionality Quality	Class / Activity Organizmental Function	Record Type Client legismention	Categories o	of personal data	Categories of data subje	ct Who is the data controller?	Who is the joint controller (if applicable)	<ol> <li>Who is the data processor? (if applicable)</li> </ol>	Purpose / lawful basis for this data 'grocessing'	Who is this information shared wit Eg. 2nd parties	h? Is there a data sharing agreement contract in place?	/ is this data transferred to anothe country / international organisation	tr Location of data Volume of data i	Does this contain 'special category' da	Purpose / lawful basis for ts? processing special category data	Who has access to this data is category of staff?	Format of the data	Retention period Description of techni	ical and security measures If app	plicable, is there an up to date DPIA in place?	Bisk / Impact of a data breach?	Risk rating	Security classification
	Current student examination and assessment evidence (Appeal panels)	<b>→</b>	Student name Student ID Staff name	Student date of birt Student achievmen		SRC	Awarding Body	NJA	Silk: Performance of a contract     Performance of a public task	E: Awarding Body External verifiers	NO	NO	Sharepoint <0000	YES	9.36	Specified staff		Current scademic year + 12 weeks post certification Staff login credentials	NO.		Narm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	Teaching / lesson observation reports consileted as part of the CIT and PSCS. ISD	<b>→</b>	Staffname	Performance level	Staff	sec	AwardingBody	NJA	6.18: Performance of a contract 6. Performance of a public task	5: Awarding Body External verifiers	NO	NO	5/drive <150	NO	N/A	Specified staff	Electronic	Current academic year + 1 year Staff login credentials	NA		Harm to rights and freedoms of the data subject Loss of reputation. A	Snimal	Confidential
	Awarding organisation course quality profess records - sestemp yield be external examinar report / subject partnership manager report)	÷	Staffname Student name Student date of birth achievement	Staff qualification Student ID Scudent	Student Staff	sec	Awardinglicidy	N/A	6.18: Performance of a contract 6. Performance of a public task	E: Awarding Body External verifiers	NO	NO	Sharepoint S/drive <200	NO	N/A	Specified staff		Current academic year + 1 year Staff login credentials	NO		Awrinto rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	Self-Eualuation reports	<ul> <li>Course review: self-evaluation reports</li> </ul>	Staffname		Staff	sec	N/A	N/A	6.16: Performance of a public task	N/OL	N/A	MO	SSR-portal Sharepoint <000	NO	N/A	Specified staff	Electronic	Current academic year + 2 years Staff login credentials	NO		Loss of regulation A	finimal .	Confidential
		Team / unit reviews	Staffname		Staff	sic	N/A	N/A	6.16: Performance of a public task	N/OL	N/A	NO	SER portal Sharepoint <000	NO	N/A	Specified staff		Current academic year + 2 years Staff login credentials	NO		Loss of reputation A	Enimal	Confidential
	Competitions and awards records IPBL)	÷	Student name	Student performance	Student	sec	N/A	N/A	6.16: Performance of a public task	N/OL	N/A	MO	Sharepoint d0	NO	N/A	PRL staff only		Current academic year + 2 years Staff login credentials	NO		oss of reputation A	Snimal	Confidential
	Becoming documenting the customer, feetbackpolicy including all cresplaints and compliments feetback, return requests and the College response.		Complainant name Email Student ID /enralment Staff name	Address Telephone Course of application me	n Complainant Studer Staff	t sec	N/A	N/A	6.1A-Conseet 6.1B - Performance of a contract 6.1C - Legal Obligation	100	NO	NO	5/drive Outlook <200	Yes	9.2G	Specified staff	Electronic	Current academic year + 2 years Staff lagin credentials	NO		-tarm to rights and freedoms of the data subject Loss of reputation lossible iCO sanction S	evene	Confidential
	Traching lesson and observation report and performance improvement report for serformance enhancement programme.	<u>.</u> →	Staffname	Staffperformance	Suff	sec	N/A	N/A	6.18: Performance of a contract 6.1 Performance of a public task	E: NO	NJA	NO	5/drive <60	NO	N/A	Specified staff	Electronic	Current academic year + 2 years Staff lagin credentials	NO		Harm to rights and freedoms of the data subject Loss of regutation. A	foderate	Confidential
	internal college quality review / audit. records	<b>→</b>	Staffname	Staffperformance	Staff	sic	N/A	N/A	6.16: Performance of a public task	N/OK	N/A	NO	S/drive Sharepoint <sq< th=""><th>NO NO</th><th>N/A</th><th>Specified staff</th><th>Electronic</th><th>Current academic year + 2 years Staff login credentials</th><th>NO</th><th></th><th>Narm to rights and freedoms of the data subject Loss of regutation. A</th><th>Sciente</th><th>Confidential</th></sq<>	NO NO	N/A	Specified staff	Electronic	Current academic year + 2 years Staff login credentials	NO		Narm to rights and freedoms of the data subject Loss of regutation. A	Sciente	Confidential
	Assessment feedback, internal verification and student grades	<b>→</b>	Staffname Student achievement	Student name	Staff Student	sic	N/A	External Verifier	6.16: Performance of a public task 6.15 Legitimate interests	External Verifier	NO	N/A	Sharepoint VLE Up to 750,000	NO	N/A	Specified staff		Current academic Staff login credentials year + 4 years within restricted access	Securestorage NO		larm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	Case conference records in student, progress analysis and review	<b>→</b>	Staffname Student achievement attendance	Student name Student	Staff Student	sic	N/A	N/A	6.15 Legiti mate interests	NA	NO	N/A	Sharepoint VLE Up to 50,000	NO.	N/A	Specified staff	Electronic	Current academic year + 4 years Staff login credentials	NO		larm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	Academic complaint / assessi and, associated evidence transfine body / academic investigation)	<b>→</b>	Student name birth Stude Student Achievement	Student date of ext ID Staff Name	Student Staff	sec	N/A	N/A	6.16: Performance of public task	Awarding Body External verifiers	NO	NO	S/drive Sharepoint <50	165	9.18	Specified staff		Settlement +6 years Staff login credentials	NO		4arm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	ETI/ QAA	Action plans	Staffname	Staffperformance	Staff	sic	N/A	N/A	6.16.9 erformance of a public task	None	N/A	N/A	S/drive Sharepoint <60	NO	N/A	Specified staff		Record subject to on-going update and review Staff login credentials	N/A		larm to rights and freedoms of the data subject Loss of reputation. A	Snimal	Confidential
	Awarding organisation approval documents	÷	Staffname	Staffqualification	Staff	sec	N/A	N/A	6.18: Performance of a contract 6.18: Performance of a public task	Awarding Body External verifiers	NO	N/A	S/drive Sharepoint <0000	NO	N/A	Specified staff		Recond subject to on-gaingupdate and review Staff login credentials	NO		karm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential
	Accredited arise learning records	÷	Student name Student ID Educational history	Student achievement Achievement /	t Student	sac	N/A	N/A	6.16.9 erformance of a public task	N/OL	NO	N/A	Sharepoint <0000 per annum	NO	N/A	Specified staff		Record subject to on-going up date and review Staff login-credentials	NO		Harm to rights and freedoms of the data subject Loss of reputation. A	foderate	Confidential

Functionality Area:	ecord Management			Art 20.1 c / 20.2 b	Art 30 L c / 20 2 h	Art 20.Le	Art 20.1 a	Article 20.2.a	Art20.1.b/Art6	Act 20 1 d		Art 20.1 e / 20.2 c			4419	449		Art 20.2	11.06 trA	Art 20.1 g / 20.2 d				
Asset ID Fun	tion ality Incooperant	Class / Activity Departmental Function	Record Type Cliest Information	Categories of personal data	Categories of data subject	Who is the data controller?	Who is the joint controller? (if applicable)	Who is the data processor? (if applicable)	Purpose / lawful basis for this data 'processing'	Who is this information shared with Eg. 3rd parties	Is there a data sharing agreement / contract in place?	is this data transferred to another country / international organisation?		Volume of data held	Does this contain 'special category' data?	urpose / lawful basis for processing special category data	Who has access to this data le category of staff?	Format of the data	Retention period	Description of technical and security measures	f applicable, is there an up to date DPIA in place?	Risk / Impact of a data breach?	Risk rating	Security classification
		SPA/FGI/SIR		Name of requestor Address S Contact details Student ID R	Grudent Staff Requestor	SAC	ico i		6-2A - Performance of a contract 6-2E - Performance of a public task	100	NO	NO	S/Drive	do (FO) & DR)	NO P	(A	Specified staff		Response/Appeal Response+2 years	itaff login credentials N	ja.	Loss of reputation Harms to rights and freedoms of the data subject	Moderate	Confidential
		State breach records	÷	Student Name Student ID Course of ennoiment Achievement Applicant Name Applicant contact details S	Raff Student	SAC	ICO I	N/A	6.20 - Vital Interests 6.25 - Legitimate Interests	100	NO	NO	S/Drive	460	ves s	26	Specified staff		End of investigation + 3 years	itaff login credentials N	0	Loss of reputation Names to rights and freedoms of the data subject    Foodble KO sanction	Severe	Confidential
		transfinations of allegations	-		Budent Staff Complainant	SRC	ICO I		6.20 - Vital Interests 6.26 - Performance of apublic task 6.25 - Legitimate interests	100	NO	NO	S/Drive	4200	ves s	26	Specified staff		End of investigation + 3 years	itaff login credentials N	0	Loss of reputation Harms to rights and freedoms of the data subject. Possible ICO sanction	Severe	Confidential

nt services   Departmental function	Client Information														10.00 B									
Careers	Advice-documentation	Name Date of birth Previous Qualificati	Address Contact details lans	Progrative dudents	SMC	N/A	n/a	6.16 Performance of a public task	N/A	MO .	NO NO	Sharepoint within restricted access	Secure dorage	-3100	ws	9.26	Specified staff	Electronic Hardcapy	Current academic year Laginic red entials + 2 years within secure storage	Restricted access	Harms to nights and freedoms of the data subject	Lossof reputation M	ideste Ci	Confidential
	Statistical analysis og drop in, talke	Name	Course	Prospective students Current students	SMC	N/A	n/in	6.16 Performance of a public task	N/A.	мо	MO	Sharepoint within restricted access	Secure d'orage	-crisco	NO.	nja	Specified staff	Electronic Hardcapy	Current academic year Lagin credentals + 2 years within secure storage	Restricted access NO	Lossofregussion	м	nimal Co	confidential
tradest application process	Application flows	Mane Contact details Previous qualificati Employment	Address Date of birth ions Neut of bin	Аррісані	SMC	NA	Mil(hoz)	6.18 Performance of a contract	Statistical data shared with third parties apper College privacy nodice	80	MO	ms		48,000	wis	9.26	Specified staff	Bectronic	Current academic year +1 years Lagin credientials	NO.	Hannisto-rights and freedoms of the-data-subject Possible ICO sanction	Loss of regulation Se	were Co	Confidential
	Acknowledgements	Name Student ID	Contact details Course	Applicant	SRC	N/A	Mi(hoz)	6.18 Performance of a contract	N <sub>0</sub> /k.	N/A	NO NO	ms		-62,000	NO.	N/A	Specified staff	Electronic	Current academic year + 8 years tagin credentals	NO	Lossofregutation	м	ninal Cr	Confidential
	Correspondence     Interview records including offers made localitismal /	Name Student ID	Contact details Course	Applicant	SMC	N/A	Milhod	6.18 Performance of a contract	N/A	NA	NO	ms		-21,000	NO	nja	Specified staff	Electronic	Current academic year + 8 years tage-credentals	NO	Lossofregutation	м	ninal C	Confidencial
	un conditional)  • Procedu de cumentina students 'st nid' of withdraw	Employment experience		Applicant	SMC	No	miles	N/A	N <sub>2</sub> /k.	N/A	N/A	ms		421,000	NO.	non	Specified staff	Electronic	Current academic year + 3 years staffingin credentals	NO	Lossofregutation	м	ninal Cr	confidential
Raded mirelan	intervention mode and final outcome	Name Reside for withdra		Student	SMC	No	ms	6.18 Performance of a contract	Department for Education (Extrictics only)	NO	NO	ms	4	4100	WK	9.26	Specified staff	Electronic	Current academic year + 7 years staffingin credentals	NO	Harms Lovights and freedoms of the data subject	M	iderate Ci	confidential
teamint second	<ul> <li>Records descuenting all learning in aport provision each student, including: Busines contact / several relation of Coding, justices, impacts unless desting, despines code, their code of pulper. Justice de decumenting unique code, several immediations.</li> </ul>	is to feet earne.  Student earne.  DOB  Notwee of disability support Plan Contact number Learning Support C	Course Course Code Personal Course Co-ordinator Name of In-endinator	Applicanc Student Scott	sec	N <sub>4</sub> (0).	N/OL	6.1C Compliance with legal obligation 6.1D Protecting with intervest of data-subject	Agia.	N/A	No.	sharePoint withis nethricted access	Secure-donge	5000 +	Yes - sature of displicit, and student support pi	n 926	Specific and restricted Learning Support staff Course Co- ordinator	E Electronic Hard capy	Current scadenic year statilings-or-dentals + Yyears reduced access	Secure donge within NO	Negative impact to rights and 9 redoces of the data subject outside.  See of report  Personal light implications	II POSNISII ICO ISIAN Se	wre Cr	Confidential
	• ASS	Contact number Evidence of broading	Course Date of Birth Personal Support ondinator Name of LSC by	Applicant Student Stud	sec	NA	N/OL	6.1C Compliance with legal obligation 6.1D Protecting wital intervence data-subject	Contricted Educational Psychologist	We-Candact	No	sharehold within netricted access	Secure-zonge	5000 +	Yes - sature of disability and student support pi	n 926	Specific and retarized Learning Support staff Course Co- ordinator	E Electronic Hard copy	Currett acadenic year Staffingin oredentals + Syraxs within reducted access.	Secure storage INCI	Negative impact to rights and 5 vedons of the data subject section.  Loss of rejuta Patiential legal implications.		ome Co	Confidential
	Process documenting blooded student rile woods of students  ril students	Nature of disability Support Plan Contact number Evidence of broads		Applicants Student staff	sec	N/A	N/OL	N/A	N/A	MO		SharePoint within netricted access	Secure-Eorage		25 VS	9.26	Specific and restricted Learning Support staff Course Co- ordinator	E Electronic Hard copy	Current academic year Staffingio ordentials + Byears within restricted access	Secure dorage NO	Negative impact to rights and freedoms of the data subject spectrum. Executive places on Executive and legal implications.		ere Ci	Confidential
Padani Cara & Arbanardina	<ul> <li>Records documenting cours for concern submitted including nature of concerns and actions taken</li> </ul>	Contact details Information Tutor) Name of Gat		Student Stuff	SRC	N/A	n/a	6.1D Protecting vital intervent of data-subject	N/A	MO	MD	S/Drive		up to 400	VHS.	9.26	Specified staff	Electronic	Current academic year +7 years Staffingin credentials	NO	Lossofreputation Ham thedata-subject Possible ICO sanction	micto rights and freedoms of Sa	ere Cr	Confidential
	<ul> <li>Proceeds do comencing información requests made as professional organisación condicións received og PSM &amp; Gaterway</li> </ul>		bote of birth Counte Staff name (Personal Seway referral	Student Staff Details of referral contact	SMC	Referral organisations (PSNs / Health Truit /Gateway)	n/o.	6.1C Compliance with legal obligation 6.1D Protecting sital intervats of data subject	Mediencal arguminations	м	MO	Silbrine		-002	Yes	9.26	Specified staff	Electronic	Current academic year +7 years Staffingin credentials	NO	Loss of regulation the data subject Possible XCO sanction Ham	micto rights and freedoms of Sa	uene Co	Confidential
	<ul> <li>Percenti discumenting all risk assessment forms, discussion per frecommendations in. There who have disclosed conventions in relation to drug use or those of a sessable educe.</li> </ul>	Name Contact details conviction	base of birth Nature of	Student Applicant	SAC	N/A	N/A	6.20 - VITAL INTERVEDIS 6.26 - LAGRISIS	PSAS PPASS  PESSES SENSES PROBLEM SENSES PASSES SENSES PASSES  MACRO	MO	MO	S/drive		-0.90	Vec.	9.26	Specified staff	Electronic	Current academic year + 7 years Staffingin credentials	NO.	Loss of reputation the SISS subject Possible ICO canction	micto rights and freedoms of Se	ere Ci	Confidential
Student States	Student Loan Company documentation	Manue Course Financial Informati	Address Lean Info	Student Farents spouse of student	SAC	N/A	n/a	6.18 Performance of a contract	SLC (Extricic conly)	м	N/A	ms		10,000	NO.	N/A	Specified staff	Electronic Hardcapy	Current academic year Staffingin credentials +7 years nepricted access	Secure dange within NO	Harms to rights and freedoms of the data subject	Se	ere C	Confidential
	Waverds documentation	Name Course Financial Informati	Address Lease tells on	Student Parents spouse of student	sec	N/A	n/a	6.18 Performance of a contract	N/A	MO	N/A.	ms		5000	NO.	N/A	Specified staff	Electronic Hardcopy	Current academic year Staffingin credentials + 7 years nepricted access	Securestorage within NO	Harms to rights and freedoms of the data subject	Se	uere Ci	Confidential
	BMM documentation	Name Contact details Date of birth	Address Course	Student	sec	N/A	n/o.	6.18 Performance of a contract	N/A	м	N/A.	ms		Up to 16,000	NO.	N/A	Specified staff	Electronic Hardcapy	Current academic year Staffingin credentials + 7 years negricold access	Secure dorage within NO	Lossofregusztion	м	nimal Co	Confidential
	Plandship funds documentation	Name Contact Informatio Financial Informati	Address in Date of birth on	Student Parents Spoure of student	sec	NO NO	n/ox	6.18 Performance of a contract	beganished for iducation (statistics only)	We-Contract	MO	Station		4,000	Ws	9.26	Specified staff	Electronic Hardcopy	Current academic year Staffingin credentials + 2 years nestricted access	Secure dangewithin NO	Loss of regulation the data subject Possible XCO cancilos	micto rights and freedoms of Se	ere C	Confidential
	Care forcers documentation	Name Contact Informatio Financial Informati	Address on Date of birth on	Student Parents Spourofizudent	SRC	NO	n/a	6.18 Performance of a contract	Department for Education (Estrictics only)	Wel-Contract	NO NO	S/Drive s reducted access	lecure darage within	80	W.	9.26	Specified staff	Electronic Hardcapy	Current academic year Staffingin credentials + 7 years reducted access	Secure docage within NO	Loss of regulation Ham the data subject Possible ICO canction	micto rights and freedoms of Sa	uere Ci	Confidential
	Dinner / meal ticket documentation     Townlyws / flors pass	Name	Date of birth	Student	SPC	N/A	n/in	6.18 Performance of a contract	Mone	N/A	N/A	S/Drive s red riched access	lecur daragewithin	4,000	NO NO	N/A	Specified staff	Electronic Hardcapy	Current academic year Staffingin credentals + 7 years within restricted access	Secure storage NO	Lossofregutation	м	nimal Co	sorfidential
	· ————————————————————————————————————	Name Address	Date of birth Course	Student	SAC	Education Authority	n/o.	6.16 Performance of a public task	Education Authority	м	N/A.	Sharepoint	ms	16,000	NO.	NA	Specified staff	Electronic	Current academic year +7 years Staffingin credentals	NO	Lossofregutation	м	ninal C	Confidential

Functionality Area: Training Organization  specialize April  Asset ID Functionality Class / Activity  TORIX Interference and Department Press	Record Type Good Recording	An 28.1.c/28.2.2 Categories of personal data	Art 20.1.c/20.2.b Categories of data subject	Art 20.1.a Who is the data controller?	Art 25.1.0 Who is the joint controller? (if	Article 20.2.a applicable] Who is the data processor? (if applicable)	Art 20.1.b / Art 6 Purpose / Iswall basis for this data "processing"	Art 80.1.d Who is this information shared with Eg. 3rd parties	b? In these a data sharing agreement f contract in place?	art 10.1.0 / 10.2.c  In this data transferred to another country / international organisation	Location of data Volume of da	Art 8 Does this contain special Category' do	n Purpose / Intel <sup>®</sup> basis for processing special category data	Who has access to this data le category of staff?	Art 3 th 2 Format of the data	Art 20.1 f Retention period	Art.36.1.g/36.3.d Cescription of technical and security measure	s If applicable, is there as up to date DPA in place?	Nisk /impact of a data breach?	Risk casing	Security classification
Xulinite flui Section	→	Name Address Date of birth Constact rumbs Small Contact details of employees	or ils Trainee Traineeriest ofkin Employer	Department for Economy SRC	Department for Economy S	RC N/A	6.18 Performance of contract	Employers of trainee	165	MO	ERS TAMS portal TAMS system <5000	YES	936		Electronic Hardcopy		Stafflagin credentials Secure durage within restricted access	NO NO	Harms to rights and feedoms of the data subject Loss of reputation. Misd	lerate Co	onfidential
Assani	Appreciantly N 2013	Name Address Oate of kinth Contact number Small Peet of Kin detail Contact details of engingers	ils Trainee Trainee next	Department for Economy SAC	Department for Economy S	RC N/A	6.18 Performance of contract	Employers of Apprentice	165	MO	SIRS TRAS portal <6500	VES	9.26	Specified staff	Electronic Hardcopy	3 set December 2020 for 7 years where receipt offiset payment date—whichever is later)	Stafflagin condentials Secure diarrage within restricted access	NO	Hanne to rights and freedoms of the data subject Loss of reputation. Model	Serate Cox	onfidential
	<ul> <li>Apprendicables Nr. 2017</li> </ul>	Name Address Date of birth Contact number Email Next of kin detail Contact details of enginyers	ils Trainee Traineenest	Department for Economy SRC	Department for Economy SI	IC N/A	6.18 Performance of contract	Employers of Apprentice	165	NO	GRS TMS portal TAME system <4500	VES	9.26	Specified staff	Electronic Hardcopy	list December 2010 for 7 years wher receipt of last payment date—whichever is later]	Stafflagin conduction Secure durage within restricted access		Hanne to rights and freedoms of the data subject Loss of reputation. Mod	Serate Co	onfidencial
	<ul> <li>Apprenticables Nt 3021</li> </ul>	Name Address Date of birth Contact numb final Contact details of employers		Department for Economy SRC	Department for Economy SI	ic N/A	6.18 Performance of contract	Employers of Apprentice	NES.	VES	SRS TMS portal TAMS system <6500	WS	9.26		Electronic Hardcopy	3 set December 2030 (or 7 years wher receipt of last payment date—whichever is later)	Stafflagin credirectials Secure storage within restricted access		Harms to nights and freedoms of the data subject Loss of reputation. Misd	Serate Co	onfidential