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		