

Asset Number	Asset Title	Asset Description	Purpose	Protective Marking	Protection Rating	Vital record	Security Measures if applicable (R, A, G)	Personal Data	Lawful Basis for Processing Personal Data (Article 6)	Special Category Personal Data	Lawful Basis for Processing Special Category Data (Article 9)	Data Subject Categories	Personal Data Categories	Retention	Retention Notes	In public domain	Intended or Likely Recipients	Notes
1	Service User Info - Info and Signposting	Demographics	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development 	Yes	1	Yes	Password Protected through CRM system	CPI	Section 1 (a and e)	Age, Sex, Ethnicity, Sexual Orientation, Disability Status, Medical Conditions, Constituency.	Section 2 (a,)	Patient/Caller	Demographic data	3 years		No	HWE Commissioner	
2		Contact details:	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development 	No	2	Yes	Password Protected through CRM system	CPI	Section 1 (a, and e)	Name, Address, Telephone number, email	Section 2 (a)	Patient/Caller	Contact details	3 years		No	CQC Safeguarding	
3		Stories - Experience Data	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 		3	Yes	Password Protected through CRM system	CPI	Section 1 (a and e)	Experience stories of using H&SC - Could contain CPI	Section 2 (a)	Patient/Caller	Insight/feedback	3 years		No	HWE Commissioner CCG CQC Safeguarding	
4		Signposting Data	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 		4	Yes	Password Protected through CRM system		Section 1 (a and e)	Organisations signposted to	Section 2 (a)	Professional Organisation	Contact details	3 years		No	Commissioner	
5		Safeguarding data	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 		5	Yes	Password Protected through CRM system		Section 1 (a)	Referral information of safeguarding concerns - referral information.	Section 2 (a,)	Patient/Caller Professional Organisation	Contact details	3 years		No	CQC Safeguarding	
8		Attached Documents				Yes	Password Protected through CRM system		Section 1 (a and e)	Referral Forms	Section 2 (a)	Employee Patient/Caller Professional Organisation	Contact details Insight/feedback	3 years		No	N/A	
		Data with no service Provider??														No		
		Out of Area Feedback??				No										No		
11	Service User Information - Feedback Centre	Demographics	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 			Yes	Password protected and encrypted System software security and back up	PI	Section 1 (a and e)	Age, Sex, Ethnicity, Sexual Orientation, Disability Status, Medical Conditions, Constituency.	Section 2 (a)	Patient	Demographics	3 years		No	LHM Commissioner HWE	
12		Contact details:	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 			Yes	Password protected and encrypted System software security and back up	CPI	Section 1 (a and e)	Name, Address, Telephone number, email	Section 2 (a)	Patient	Contact details	3 years		No	CQC Safeguarding Other LHW	
13		Stories - Experience Data	<ul style="list-style-type: none"> Contract General decision making and planning Analysis and intelligence development Reporting 			Yes	Password protected and encrypted System software security and back up	CPI	Section 1 (a and e)	Experience stories of using H&SC FFT Scores	Section 2 (a)	Patient	Insight/feedback	3 years		Yes	CCG Service Provider CQC Commissioner Safeguarding	
14	Board Papers	Confidential Board Papers	<ul style="list-style-type: none"> Contract Reporting 			Yes	Password Protected and Encrypted?	CPI	Section 1 (f)	Potential CPI data regarding individuals	Section 2 (a)	Board member Employee	Meeting Minutes Contact details			Public papers - website	Board members Volunteers? Website	Special category data rarely included but if it does, please see relevant category of data according to this asset register. For example, if the Board had to discuss an employee appeal which included sickness absence data, then the legitimate interest might be 2(b)

16	Staff - HR - Current	Application	Assurance			Yes	Locked Cupboard Password Protected Encrypted? BVSC?	CPI	Section 1 (b)	CV & Cover Letter	Section 2 (b)	Employee	Contact details Employment data			No		
17		Interview Notes	Assurance			Yes	Locked Cupboard	PI	Section 1 (b)	Notes and Scores	Section 2 (b)	Employee	Meeting Minutes Employment data			No		
18		Personal Details Name, Address, Telephone number, email and other	Safeguard Staff			Yes	Locked Cupboard BVSC?	CPI	Section 1 (b)	conditions, disability info	Section 2 (a and b)	Employee	Contact details			Name - Yes		
19		Next of Kin	Safeguard Staff			Yes	Locked Cupboard BVSC?	CPI	Section 1 (a and b)	Name and Contact details - Relationship to employee	Section 2 (a and b)	Employee	Contact details			No		
20		Supervision and Management Records	Assurance, management and disciplinary			Yes	Locked Cupboard Password Protected Encrypted? BVSC?	CPI	Section 1 (b)	Staff records	Section 2 (b and h)	Employee	Meeting Minutes Employment data			No		
21		Health Information	Safeguard Staff			Yes	Locked Cupboard BVSC?	CPI	Section 1 (b)	Conditions, disability info	Section 2 (h)	Employee	Employment data			No		
22		Bank Details	Contract			Yes	Locked Cupboard BVSC?	CPI	Section 1 (b)	Account Numbers etc		Employee	Contact details			No		
23	Staff - HR - Previous	Application				No	Locked Cupboard Password Protected Encrypted? BVSC?	CPI	Section 1 (b)	CV & Cover Letter	Section 2 (a and b)	Employee	Contact details Employment data			No		
24		Interview Notes				No	Locked Cupboard	PI	Section 1 (b)	Notes and Scores	Section 2 (a and b)	Employee	Meeting Minutes Employment data			No		
25		Personal Details Name, Address, Telephone number, email and other	References and Safeguarding			Yes	Locked Cupboard BVSC?	CPI	Section 1 (b)	Conditions, disability info	Section 2 (a and b)	Employee	Contact details			No		
26		Next of Kin				No	Locked Cupboard BVSC?	CPI	Section 1 (a and b)	Name and Contact details - Relationship to employee		Employee	Contact details			No		
27		Supervision and Management Records	References and Safeguarding			Y	Locked Cupboard Password Protected Encrypted? BVSC?	CPI	Section 1 (b)	Staff records	Section 2 (b)	Employee	Meeting Minutes Employment data			No		
28		Health Information				No	Locked Cupboard BVSC?	CPI	Section 1 (b)	Conditions, disability info	Section 2 (h)	Employee	Employment data			No		
29		Bank Details				No	Locked Cupboard BVSC?	CPI	Section 1 (a and b)	Account Numbers etc		Employee	Contact details			No		
30	HR - Unsuccessful Applications	Application				No	Locked Cupboard Password Protected Encrypted? BVSC?	CPI	Section 1 (f)	CV & Cover Letter	Section 2 (b)	Employee	Contact details Employment data			No		
31		Interview Notes				No	Locked Cupboard	PI	Section 1 (f)	Notes and Scores	Section 2 (b)	Employee	Meeting Minutes Employment data			No		
32		Application Forms				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
33		Contact Information				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
34		References				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
35		Demographics				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
36		Bank Details				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
37		Code of Conduct				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
38		Media Consent				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		
39		Health Questionnaire				Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Section 2 (a)	Volunteer				No		

40	Volunteer Data	Next of Kin			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and f)		Volunteer				No		
41		Reference we Give			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (f)	Section 2 (a)	Volunteer				No		
42		Training Records			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b, and f)	Section 2 (a)	Volunteer				No		
43		Supervision Notes			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b, and f)	Section 2 (a)	Volunteer				No		
44		Skills Audits			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b, and f)	Section 2 (a)	Volunteer				No		
45		Confidentiality Form			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b and f)	Section 2 (a)	Volunteer				No		
46		DBS Information spreadsheet			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and b)	Section 2 (a)	Volunteer				No		
47		Interview Nots			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (a and b)	Section 2 (a)	Volunteer				No		
48		Volunteer Hours Log			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b, and f)	Section 2 (a)	Volunteer				No		
49		Volunteer Event registrations			Yes	Locked Filing Cabinet Network - Password Protected Network - Encrypted??		Section 1 (b, and f)	Section 2 (a)	Volunteer				No		
51	Photos	Photos and photo consent information			Yes	Network - Password Protected		Section 1 (a)	Name Section 2 (a)	Employee Board member Volunteer Stakeholder				Yes		