

Asset Number	Asset Title	Asset Description	Purpose	Protection Rating Protective Marking	Vital record	Security Measures if applicable (R, A, G)	Personal Data	Lawful Basis for Processing Personal Data (Article 6)		Category Data (Article 9)	Data Subject Categories	Personal Data Categories	Retention	Retention Notes	In public domain	Intended or Likely Recipients	Notes
		Demographics	· Contract			Password Protected through CRM system			Age, Sex, Ethnicity, Sexual Orientation, Disability Status, Medical Conditions,								
1	1		<ul> <li>General decision making and planning</li> <li>Analysis and intelligence</li> </ul>						Constituency.							HWE	
	2		development	Yes	1 Yes		СРІ	Section 1 (a and e)		Section 2 (a,)	Patient/Caller	Demographic data	3 years		No	Commissioner	
2		Contact details:	Contract     General decision making and planning			Password Protected through CRM system			Name, Address, Telephone number, email								
			<ul> <li>Analysis and intelligence development</li> </ul>	No	2 Yes		СРІ	Section 1 (a, and e)		Section 2 (a)	Patient/Caller	Contact details	3 years		No	CQC Safeguarding	
		Stories - Experience Data				Password Protected		(Ly Li Ly	Experience stories of using	(L)			- ,				
3	3		Contract     General decision making and planning     Analysis and intelligence development			through CRM system			H&SC - Could contain CPI							HWE Commissioner CCG CQC	
			· Reporting		3 Yes		СРІ	Section 1 (a and e)		Section 2 (a)	Patient/Caller	Insight/feedback	3 years		No	Safeguarding	
4	Service User Info - Info and Signposting	Signposting Data	Contract     General decision making and planning     Analysis and intelligence development			Password Protected through CRM system			Organisations signposted to		Professional						
	5	Safeguarding data	· Reporting		4 Yes	Password Protected		Section 1 (a and e)	Referal information of	Section 2 (a)	Organisation	Contact details	3 years		No	Commissioner	
į		omogam emg	Contract     General decision making and planning     Analysis and intelligence			through CRM system			safeguarding concerns - referral information.		Patient/Caller						
			development • Reporting		5 Yes			Section 1 (a)		Section 2 (a,)	Professional Organisation	Contact details	3 years		No	CQC Safeguarding	
8	3	Attached Documents			Yes	Password Protected through CRM system		Section 1 (a and e)	Referal 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		
		Demographics	Contract     General decision making and planning     Analysis and intelligence development		NO	Password protected and encrypted System software security and back up			Age, Sex, Ethnicity, Sexual Orientation, Disability Status, Medical Conditions, Constituency.						NO	LHM Commissioner	
11		Contract detailer	· Reporting		Yes	December of and	PI	Section 1 (a and e)	Nama Addana Talaahaa	Section 2 ( a)	Patient	Demographics	3 years		No	HWE	
12	Service User	Contact details:	Contract     General decision making and planning     Analysis and intelligence			Password protected and encrypted System software security and back up	,		Name, Address, Telephone number, email							cqc	
	Feedback Centre		development  Reporting		Vaa		СРІ	Section 1 (2 and 5)		Section 2 ( a)	Patient	Contact datails	2 voors		No	Safeguarding Other LHW	
13	3	Stories - Experience Data	Acporting		Yes	Password protected and		Section 1 (a and e)	Experience stories of using		Patient	Contact details	3 years		110	Odici Ellyy	
			Contract     General decision making and planning     Analysis and intelligence development     Reporting			encrypted System software security and back up			H&SC FFT Scores		Butine				W	CCG Service Provider CQC Commissioner Safeguarding	
14	1	Confidential Board Papers	Reporting		Yes	Password Protected and	СРІ	Section 1 (a and e)	Potential CPI data	Section 2 (a)	Patient	Insight/feedback	3 years		Yes	- are suar units	Special category data rarely included but if it does,
	Board Papers		· Contract			Encrypted?			regarding individuals	Casting 2 (v)	Board member	Meeting Minutes			Public papers -	Board members Volunteers?	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
			· Reporting		Yes		CPI	Section 1 (f)		Section 2 (a)	Employee	Contact details			website	Website	Z(D)

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	Application	Assurance		Locked Cupboard			CV & Cover Letter						
			Yes	Password Protected									
			163	Encrypted?						Contact details			
16				BVSC?	CPI	Section 1 (b)		Section 2 (b)	Employee	Employment data		No	
	Interview Notes	Assurance	Yes	Locked Cupboard			Notes and Scores			Meeting Minutes			
17			163		PI	Section 1 (b)		Section 2 (b)	Employee	Employment data		No	
	Personal Details Name,	Safeguard Staff		Locked Cupboard			conditions, disability info						
	Address, Telephone		Yes	BVSC?									
	number, email and other		1.03										
18 Staff U.B. Com			$\square$		CPI	Section 1 (b)		Section 2 (a and b)	Employee	Contact details		Name - Yes	
Staff - HR - Curr	rent Next of Kin	Safeguard Staff	l	Locked Cupboard			Name and Contact details	•					
40			Yes	BVSC?	CDI	Costion 1 (a and b)	Relationsip to employee	Castian 2 (a and b)	Employee	Contact details		No	
19			$\vdash$		CPI	Section 1 (a and b)	c: tt l	Section 2 (a and b)	Етрюуее	Contact details		No	
	Supervision and	Assurance, management and		Locked Cupboard			Staff records						
	Management Records	disciplinary	Yes	Password Protected						Meeting Minutes			
20				Encrypted? BVSC?	CPI	Section 1 (b)		Section 2 (b and h)	Employee	Employment data		No	
20	Health Information	Safeguard Staff	$\vdash$	Locked Cupboard	CIT	Section 1 (b)	Conditions, disability info	Section 2 (b and ii)	Linployee			110	
21	Treattr information	Saleguaru Stari	Yes	BVSC?	CPI	Section 1 (b)	Conditions, disability into	Section 2 ( h )	Employee	Employment data		Nο	
<del></del>	Bank Details	Contract		Locked Cupboard	Cit	Section 1 (b)	Account Numbers etc	Section 2 (11)	Linployee	Employment data		110	
22	Bank Betans	Contract	Yes	BVSC?	СРІ	Section 1 (b )	Account Numbers etc		Employee	Contact details		No	
	Application			Locked Cupboard		(0)	CV & Cover Letter					-	
	перисации			Password Protected			OF A COVET LUNCT						
			No	Encrypted?						Contact details			
23				BVSC?	CPI	Section 1 (b)		Section 2 (a and b)	Employee	Employment data		No	
	Interview Notes			Locked Cupboard			Notes and Scores	, ,		Meeting Minutes			
24			No		PI	Section 1 (b)		Section 2 (a and b)	Employee	Employment data		No	
	Personal Details Name,	References and Safeguarding		Locked Cupboard			Conditions, disability info						
	Address, Telephone		Va-	BVSC?									
	number, email and other		Yes										
25					CPI	Section 1 (b)		Section 2 (a and b)	Employee	Contact details		No	
Staff - HR - Prev	vious Next of Kin			Locked Cupboard			Name and Contact details						
			No	BVSC?			Relationsip to employee						
26					CPI	Section 1 (a and b)			Employee	Contact details		No	
	Supervision and	References and Safeguarding		Locked Cupboard			Staff records						
	Management Records		Υ	Password Protected									
			'	Encrypted?						Meeting Minutes			
27				BVSC?	CPI	Section 1 (b)		Section 2 (b)	Employee	Employment data		No	
	Health Information		No	Locked Cupboard			Conditions, disability info						
28			110	BVSC?	CPI	Section 1 (b)		Section 2 (h)	Employee	Employment data		No	
	Bank Details		No	Locked Cupboard	·		Account Numbers etc						
29				BVSC?	CPI	Section 1 (a and b)			Employee	Contact details		No	
	Application			Locked Cupboard			CV & Cover Letter						
			No	Password Protected			CV & Cover Letter			Contract details			
HR - Unsuccess	sful		No	Password Protected Encrypted?	CDI.	Service 4 (f)	CV & Cover Letter	Castina 2 (b)		Contact details		N-	
HR - Unsuccess 30 Applications	sful		No	Password Protected Encrypted? BVSC?	СРІ	Section 1 (f)		Section 2 (b)	Employee	Employment data		No	
	sful		No No	Password Protected Encrypted?	СРІ		CV & Cover Letter  Notes and Scores			Employment data Meeting Minutes		No No	
	sful s Interview Notes		No	Password Protected Encrypted? BVSC? Locked Cupboard	CPI PI	Section 1 (f) Section 1 (f)		Section 2 (b) Section 2 (b)	Employee Employee	Employment data		No No	
	sful		No	Password Protected Encrypted? BVSC? Locked Cupboard Locked Filing Cabinet	CPI PI					Employment data Meeting Minutes		No No	
	sful s Interview Notes		No	Password Protected Encrypted? BVSC? Locked Cupboard Locked Filing Cabinet Network - Password	CPI PI					Employment data Meeting Minutes		No No	
	sful s Interview Notes		No	Password Protected Encrypted? BVSC? Locked Cupboard Locked Filing Cabinet Network - Password Protected	CPI PI	Section 1 (f)		Section 2 (b)	Employee	Employment data Meeting Minutes		No	
	Interview Notes  Application Forms		No Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted??	CPI PI					Employment data Meeting Minutes		No No	
	sful s Interview Notes		No Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI PI	Section 1 (f)		Section 2 (b)	Employee	Employment data Meeting Minutes		No	
	Interview Notes  Application Forms		No Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password	CPI PI	Section 1 (f)		Section 2 (b)	Employee	Employment data Meeting Minutes		No	
	Interview Notes  Application Forms		No Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI PI	Section 1 (f)		Section 2 (b)	Employee	Employment data Meeting Minutes		No	
30 Applications 31 32	Interview Notes  Application Forms		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected	CPI PI	Section 1 (f)  Section 1 (a and f)		Section 2 (b) Section 2 (a)	Employee Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted??	CPI PI	Section 1 (f)  Section 1 (a and f)		Section 2 (b) Section 2 (a)	Employee Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (b) Section 2 (a)	Employee Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted??	CPI PI	Section 1 (f)  Section 1 (a and f)		Section 2 (b) Section 2 (a)	Employee Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted??	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee Volunteer Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee Volunteer Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References		No Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics		No Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee Volunteer Volunteer	Employment data Meeting Minutes		No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References		No Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI PI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics		No Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Password Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics		No Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Fassword Protected Network - Fassword Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details		Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)  Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics		Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details		Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details		Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted??	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct		Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)  Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details		Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct		Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Fassword Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No	
30 Applications 31  32  33  34  35  36  37	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct		Yes Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Fassword Protected Network - Password Protected Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Password Protected	CPI	Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No No	
30 Applications 31 32	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct  Media Consent		Yes Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Fassword Protected Network - Password	CPI	Section 1 (f)  Section 1 (a and f)		Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No	
30 Applications 31  32  33  34  35  36  37	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct		Yes Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Password Protected Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI	Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No No	
30 Applications 31  32  33  34  35  36  37	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct  Media Consent		Yes Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password	CPI	Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No No	
30 Applications 31  32  33  34  35  36  37	Interview Notes  Application Forms  Contact Information  References  Demographics  Bank Details  Code of Conduct  Media Consent		Yes Yes Yes Yes Yes Yes	Password Protected Encrypted? BVSC? Locked Cupboard  Locked Filing Cabinet Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet Network - Password Protected Network - Fassword Protected Network - Password Protected Network - Password Protected Network - Password Protected Network - Fassword Protected Network - Fassword Protected Network - Password Protected Network - Encrypted?? Locked Filing Cabinet	CPI	Section 1 (a and f)  Section 1 (a and f)		Section 2 (a)  Section 2 (a)	Employee  Volunteer  Volunteer  Volunteer  Volunteer  Volunteer	Employment data Meeting Minutes		No No No No No	

		1					_		 				
		Next of Kin	Locked F	Filing Cabinet			1	<u> </u>	ή Τ	$\neg$	'	( <u> </u>	
		1	Yes Network	k - Password ed				1	1	1	'	(	
		1	Protecte	rd				\	1	1	'	(	
40	Volunteer Data		Network	k - Encrypted??	Section 1 (a and f)			Volunteer	1		No	<u>                                     </u>	<u></u>
	volunteer Data	Reference we Give		Filing Cabinet				<u> </u>			,		
		1	Yes Network	r - Password				\	1	1	'	(	
		1	Protected	k - Password ed				1	1	1	' '	1	
41		1	Network	k - Encrypted??	Section 1 (f)		Section 2 (a)	Volunteer	1	<u> </u>	No	(	
		Training Records	Locked F	Filing Cabinet					<u> </u>				
				k - Password				1	1	1	' '	1	
		1	Yes Network	d				1	1	1	' '	(	
42		1		k - Encrypted??	Section 1 (b, and f)		Section 2 (a)	Volunteer	1	<u> </u>	No	(	
		Supervision Notes		Filing Cabinet				T I	<del></del>		,	i i	1
			Network	k - Password				· ·	1	ì	' i	Į į	
			Yes Network	d				· ·	1	ì	' i	Į į	
43				k - Encrypted??	Section 1 (b, and f)		Section 2 (a)	Volunteer	1	l.	No	į į	
		Skills Audits		Filing Cabinet				1	<del>`                                    </del>	<u>_</u>	,	1	†
				k - Password				1	1	1	¹ .	Į į	Į .
			Yes Network	d				· ·	1	ì	' i	Į į	
44				k - Encrypted??	Section 1 (b, and f)		Section 2 (a)	Volunteer	1	l.	No	į į	
		Confidentiality Form		Filing Cabinet				1	<del></del>		<u> </u>	<del>                                     </del>	†
			NI secondo	k - Password				· ·		1		į į	
			Yes Protected	d				· ·	1	ì	' i	Į į	
45				k - Encrypted??	Section 1 (b and f)		Section 2 (a)	Volunteer	1	l,	No	į į	
$\vdash$		DBS Information		Filing Cabinet				1	+	<del></del>		<del>                                     </del>	†
		spreadsheet		k - Password				· ·	1	ì	' i	Į į	
		.,	Yes Network	d				1	1	1	¹ .	Į į	Į .
46				k - Encrypted??	Section 1 (a and b)		Section 2 (a)	Volunteer	1	l,	No	ļ į	1
		Interview Nots		Filing Cabinet				1	<del></del>		<u> </u>	<del>                                     </del>	†
			Network	- Password				· ·	1	ì	' i	Į į	
1			Yes Network	k - Password ed				1	1	1	¹ .	Į į	Į .
47				k - Encrypted??	Section 1 (a and b)		Section 2 (a)	Volunteer	1	l,	No	l i	
<del> </del>		Volunteer Hours Log		Filing Cabinet	(* 2 2)		(=)	1	<del>'+</del>	<del></del>	`	<del>                                     </del>	<del> </del>
		. S.acor Hours Log		k - Password				· ·	1	ì	' i	Į į	
			Yes Protected	d				1	1	1	¹ .	Į į	Į .
48				k - Encrypted??	Section 1 (b, and f)		Section 2 (a)	Volunteer	1	l,	No	į į	
		Volunteer Event		Filing Cabinet	(3) 4114 (3)		(=)	1	<del>'+</del>	<del></del>	`	<del>                                     </del>	<del> </del>
		registrations		k - Password				· ·	1	ì	' i	Į į	
		. 25.30. 40.013	Yes Network	d				· ·	1	ì	' i	Į į	
49				k - Encrypted??	Section 1 (b, and f)		Section 2 (a)	Volunteer	1	l,	No	į į	
.,		Photos and photo consent		k - Password	(2) 2	Name		Employee	<b></b>	<del></del>	<u> </u>	<del>                                     </del>	<del> </del>
		information	Protected			1		Board member	1	1	¹ .	Į į	Į .
	Photos		I Totecte			1		Volunteer	1	1	¹ .	Į į	Į .
51			Yes		Section 1 (a)	1	Section 2 (a)	Stakeholder	1	j.	Yes	Į į	
31					[σοστιστή (α)	<u></u>	5000.0.1 2 (a)	<u> </u>	·			<u> </u>	L