HR & Finance

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/te am /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymis ed	Held for	Disposal Instruction	Are data subjects aware?	Retention ? Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
Birthdays & Date of Birth	Initial start date	In-House Services	Finance/HR	Mel & Jackie	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names & contact details			Yes, as required		Head of Departments	n/a		Yes, signed new starter forms/contract		Yes	6 years	Shred with Iron Mountain	Yes, signed new starter forms/contract	No
Staff personal contact details e.g. on mobile phones or lists	Initial start date	In-House Services	Finance/HR /CEO	Mel & Jackie	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names & contact details			Yes, as required		Head of Departments	HMRC		Yes, signed new starter forms/contract		Yes	6 years	Shred with Iron Mountain	Yes, signed new starter forms/contract	No
Staff personnel information including grievances, absence & leave etc.	Added to Sage and Staff Savvy	In-House Services	Finance/HR	Mel & Jackie	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names	Absence report	Grievance/ disciplinary info	Yes, as required		HR Advisory, Head of Departments	n/a	Agreed procedure	Yes, signed new starter forms/contract		Yes	1 year	Shred in house	Yes, signed new starter forms/contract	No
Audit files	Auditor	External provider	Finance	Auditors	Digital/protected files	Finance/CEO	Finances & Compliance files			Yes		Auditors and Trustees	Charity Commision		Yes,		No	6 years	Shred in house	Yes, internal	No
Payroll reports	Sage	In-House Services	Finance	Jackie	Digital/Sage	Senior Finance Officer	Staff names/bank details			Yes, monthly		Payroll team,	HMRC	Agreed procedure	Yes, signed new starter forms/contract		No	6 years unless user has specifiedspecific deletion date	Shred with Iron Mountain	Yes, signed new starter forms/contract	No
Health, Safety and Wellbeing referral and attendance	Added to Robens	External provider	Team Services	Robens	Digital/Robens	HR/CEO	Staff names & contact details	Staff medical & referral details	None	Yes, as required		HR Advisory, Head of Departments	n/a	Agreed procedure	Yes, initial referral conditions		No	1 year following end of employment	Delete	Yes, initial referral conditions	No
Complaints and investigations; grievances	Staff	In-House Services	Team Services or is this held by sub- teams?	Unison	Paper/personnel files Digital/protected folders	HR/CEO	Staff names & contact details		Grievance/ disciplinary info	Yes, as required		Investigating manager & Unison	Unison	Agreed procedure	Yes, signed new starter forms/contract		No	2 year following end of employment	Delete	Yes, initial referral conditions	No
Appraisals, 1:1s, Performance management plans	Staff	In-House Services	Team Services or is this held by sub-teams?	Manager	Digital/protected folders Paper/locked drawers	Manage	Performance details			Yes, as required		CEO/HR	n/a		Yes, signed forms		No	6 months following end of employment	Delete & shred	Yes, at time of meeting	
Staff reporting papers (applications, interview scoring, covering letters, CVs)	Staff	In-House Services	Team Services	Manager	Paper/personnel files Digital/protected folders	Reception	Names, address, contact details			Yes, as required		Recruiting manager and interview panel	n/a	Agreed procedure	Yes, signed new starter forms/contract		No	6 months after application closing date	Delete & shred	Yes, initial statement on application form	At time of onboarding successful canidate
Equal Ops forms (application stage)	Staff	In-House Services	Team Services	Reception/ Data manager	Digital/protected folders	Reception	Equal ops details			Yes, after it has been anonymised		Data manager	n/a	No	Yes, initial statement on application form					Yes, initial statement on application form	
History of Officers, group Presidents	Staff	In-House Services	Team Services	MSL/Unitu	Digital/protected folders	Reception/Coordinato rs/Data Manager	Personal details	Name, address, date of birth		Yes, as required		Data manager/ Group team coordinators	MSL		Yes, initial sign up - verbal		Yes	7 years	MSL data clear	Yes, initial sign up	2 years Pseu 2 years 4 years

Activities

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			ate		Format/Lo	Informati	Type of			informati		Shar		ar	If Consent,	Col	pse		Disposal		Retention
Information			/Su		cation/	on Asset	informat	Colum	Colu	on		ed		ed		um	udo		Instruct	Are data	Trigger
	Source	Team	b-		solution	Owner	ion	n2	mn3	shared?			Column5		evidenced?	n7		Held for	ion	subjects aware?	Date
ASSCI	Source	ream		ui/ t	Solution	OWITE	1011	112	111110	Yes	•	voicii.		Ye		117	11)	ricia foi		subjects aware.	Dute
											N		External		Yes (provide						
										and how						No	Yes		No	Yes (how?)	
						•									,				•	, ,	Held for 2
Sports,																				Yes, signed new	Pseudonymi
Societies &	Initial	Student				Student	Contact			Yes, as			Trip		Yes, signed				MSL data	starter	sed for 2
volunteers	sign up	Activities		MSL	Digital/MSL	Activities	details	Phone	email	required		Staff	providers		consent form			7 years	clear	forms/contract	Delete after
																					Held for 2
							_													Yes, signed new	Pseudonymi
	Initial	Student				Student	Contact			Yes, as			Trip		Yes, signed			_	MSL data		sed for 2
Memberships	sign up	Activities		MSL	Digital/MSL	Activities	details	Phone	email	required		Staff	providers		consent form			7 years	clear	forms/contract	Delete after Held for 2
																				Voc. signed now	
	Initial	Student				Student	Contact			Yes, as			Trip		Yes, signed				MSL data	Yes, signed new	Pseudonymi sed for 2
		Activities		MSL	Digital/MSL	Activities	details	Phone	email	reguired		Staff	providers		consent form			7 years	clear	forms/contract	Delete after
Captairis	sign up	Activities		WISL	Digital/WSL	Activities	uetalis	FIIOHE	eman	required		Stair	providers		Consent form			7 years	Clear	1011115/COTILI aCt	Held for 2
					Digital/MSL															Yes, signed new	Pseudonymi
Welcome fair	Initial	Student			Paper/sign	Student	Contact			Yes, as			Trip		Yes, signed				MSL data		sed for 2
	sign up	Activities		MSL	up sheets	Activities	details	Phone	email	required		Staff	providers		consent form			7 years	clear	forms/contract	Delete after
3 1																		y * * *			Held for 2
ACH -																				Yes, signed new	Pseudonymi
Automatic	Initial	Student				Student	Contact			Yes, as			Trip		Yes, signed				MSL data	starter	sed for 2
membership	sign up	Activities		MSL	Digital/MSL	Activities	details	Phone	email	required		Staff	providers		consent form			7 years	clear	forms/contract	Delete after
					Digital/MCI															Voc. signed now	⊓eiu iui ∠
Fyonto	Initial	Ctudont			Digital/MSL	Ctudont	Contact			Voc. oc			Trin		Voc signed				MCI data	Yes, signed new	Pseudonymi
	Initial	Student		MCI	Paper/sign	Student	Contact	Dhone	omo!!	Yes, as		Ctoff	Trip		Yes, signed			7 40000	MSL data		sed for 2
Awards	sign up	Activities		MSL	up sheets	Activities	details	Phone	email	required		Staff	providers		consent form			7 years	clear	forms/contract	Delete after

Advice

Information Asset	Source	Team	Directora te /Sub- team	Held by (individual/team /3rd Party)	Format/Locatio n/ solution	IIIIOIIIIatioii	Type of informati on	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	this	If Consent, is this evidenced?	Column7	Can be pseudonymise d /anonymised?		Disposal Instruction	Are data subjects r aware?	Retentio n Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
Client case work	Client/Advic e service	Advice			Digital/Advice Pro Paper/locked drawers	Advisors		Case details	Personal details	yes, as required			Emergency services & next of kin				Yes	6 years		Yes, informed at the beginning	
Client case work	Client/Advic e service	Advice		Unitu	Digital/Advice Pro Paper/locked drawers				Personal details	yes, as required			Emergency services & next of kin				Yes	7 years		Yes, informed at the beginning	

Commerical

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/t eam /3rd Party)	Format/Loc ation/ solution	Information Asset Owner		Column2	Column3	Is the informat ion shared?	Column4	Shared with?	Column5	shared, is this formalis	If Consent, is this evidenced?	Column7	can be pseudonymis ed /anonymised	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
External Company info	Externals	Commercial	Devlopment	Zoho Companies House		Devlopment	External compnay details			Yes, as required		Managers			Business contract		Yes	?	Delete	Business contract	If contact leaves or roles changes, they are deleted.
Company emails	Emails	Commercial	Business Devlopment Manager			Devlopment	External compnay details	Deal	finances	Yes, as required		Managers			Business contract		Yes	1 year	Delete	Business contract	If contact leaves or roles changes, they are deleted.
UTOG (University Town of Greenwich	Externals	Commercial	Business Devlopment Team		Online		External compnay details	Deal	finances	Yes, as required		Managers and Busniess Developm			Business contract			Contact only 60 days Join 12 months after left	Delete	Business contract	If contact leaves or roles changes, they are deleted.
	Students	Commercial	Stewards/Re ceptionist	MSL	Digital/MSL	MSL users				Yes, as required		Managers	Emergenc y services					7 years		At entry points	Held for 2 Pseudonymised for 2 Delete after 4

Software

Information Asset	Format/Location/ solution	Information Asset Owner	Protected	Type of information	Column2	Is the information shared?	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retentior Trigger Date
						Yes (how, and how often?)	who	External (who?)	Yes (provide link)	Yes (provide details)	Yes		No	Yes (how?)	
Microsoft	Digital	Various	Password protected Locked folders	Documents Details	Identifiable data	Yes, as required	Staff			Initial starters or sign ups verbal consent	Yes	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
Emails/Outlook	Digital	Various	Attachments sent protected	Documents Details	Identifiable data	Yes, as required				Initial starters or sign ups verbal consent	1 1	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
MSL	Digital	MSL users	User allocated by managers Access with user and password details	Documents Details	Identifiable data	Yes, as required	Groups, Managers	Trip leaders		Initial starters or sign ups verbal consent		6 years total Global expiry	Held for 2 Pseudonymised for 2 Delete after 4	Yes , initial contact agreement	
Website	Digital	MSL admin rights user	Password protected	User login details		Yes, as required	n/a	MSL		Initial starters or sign ups verbal consent		length of employment	Delete off software (MSL)	Yes, at sign up	
Advice Pro	Digital	Advisors	Advisor access only	Documents Details	Identifiable data Case work details	Yes, as required				Initial starters or sign ups verbal consent	no	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
Udrive	Digital	SU staff	Folders locked Files password protected	Various	Identifiable data Case work details	Yes, as required					no	3 years	Delete files on three year rotation	Yes , initial contact agreement	

Personal Data	Sensitive personal data
Data Protection Act 1998 Definition (Section 1 (1)):	Data Protection Act 1998 Definition (Section 2): Sensitive personal data means personal data consisting of information as to—
Personal data means data which relate to a living individual who can be identified — (a) from those data, or (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller [the HoC], and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.	(a)the racial or ethnic origin of the data subject, (b)his political opinions, (c)his religious beliefs or other beliefs of a similar nature,
	(d)whether he is a member of a trade union (within the meaning of the M1Trade Union and Labour Relations (Consolidation) Act 1992),
In simple terms – any information which identifies or relates to a living individual	(e)his physical or mental health or condition,
	(f)his sexual life,
Examples	(g)the commission or alleged commission by him of any offence, or
• Name	(h)any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.
• Address	
Contact details (personal telephone number, email adds, etc.)	• In simple terms – special categories of personal data that require appropriate handling and additional protections. Organisations need stronger grounds to collect and process Sensitive Personal Data.
Bank Details and financial information	
• Individual reference numbers (salary number, NINO, pass number, passport, etc.)	Examples
Family information	
Job information (performance, attendance, qualifications, etc.)	Health, safety and wellbeing records (sick returns, reasonable adjustments, some HR records, OH, accident reports where an individual has been affected)
Photo/video/CCTV	Some diversity and inclusion data (sexual orientation, culture and race, beliefs and faith, etc.)
	Personal political opinion or preference
	References to trade union
	Criminal references or checks
	Includes photo/video/CCTV where these characteristics are revealed