## FE Sector: Record of Processing Activities/Information Asset Register

Environmental management function records including reviews, audit, risk assessments and investigations

Energy consumption records

Fire-fighting equipment and assessment

N/A

Accredited organisation Strategic Investment Board (SIB)

N/A

Sharepoint S/Drive

Sharepoint S/Drive

Sharepoint Ecodomus S/Drive

1000+

1000+

1000+

Specified staff

Specified staff

Specified staff

Electronically

Electronically

Electronically

Environmental management

Fire records

The College's nominated Data Protection Officer is:	lan Boden								
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.							

Legislation Ref:			Engagement I	Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g/30.2.d				
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lsset ID	Functionality	Class / Activity	Record Type	Who is this information shared with? Eg. 3rd parties	Location of data	Volume of data held	Who has access to this data ie 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 classificat
EOOX	Business Engagement	Departmental Function	Client Information											
		Delivery Plans (Innovate Us)	Relevant documentation	DfE	Sharepoint SPICE system	<200	Specified staff	Electronic	End of project / relationship + 10years	Staff login credentials	NO	Loss of reputation Commercial risk	Minimal	Confiden
		Business Proposals (Innovation vouchers / Fusion)	>	Funders (Invest NI / Intertrade Ireland)	Sharepoint	<100	Specified staff	Electronic	End of project / relationship + 1 year	Staff login credentials	NO	Loss of reputation Commercial risk	Minimal	Confiden
		Business Client Information (Client audit documentation)	Correspondence	None	Sharepoint CRM	<10,000	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confiden
			Contractual information	None	Sharepoint CRM	Up to 1000	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confiden
			Contact details	Funders	Sharepoint CRM	<10,000	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confiden
			Company size / employees	Funders	Sharepoint CRM	<10,000	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confident
			Training needs analyses	Funders	Sharepoint CRM	250	Specified staff	Electronic	End of project / relationship + 2 years	Staff login credentials	NO	Loss of reputation	Minimal	Confident
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Legislation Ref:				Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g/30.2.d				
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CUR00X     Curriculum       Image: Curriculum     Image: Curricu	Curriculum	Departmental Function	Client Information											
		Curriculum Planning		NO	Sharepoint S/Drive	<10	Specified staff	Electronic	Current academic year + 5 years	Staff login credentials	N/A	None	Minimal	Public
		Performance Monitoring reports	>	Department for Economy ETI	Sharepoint S/Drive	<50	Specified staff	Electronic	Current academic year + 5 years	Staff login credentials	N/A	Loss of reputation	Moderate	Confider
		Generic course information	Course specific information relating to coursework and assessment design	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public
		Course handbook	>	Public	College website	<3000	Public	Electronic Hardcopy	Record subject to on-going update and review	N/A	N/A	None	Minimal	Public
		Preparation and delivery of courses	Course notes / Lecture notes / Seminar notes / Handouts / Presentation materials / Reading lists	Students	S/Drive Sharepoint VLE Secure storage	500,000	Specified staff	Electronic Hardcopy	Record subject to on-going update and review	Secure storage within restricted access Staff login credentials	N/A	None	Minimal	Public
		Design of new curricula	Reports and other key documents	Public	College website	<10	Public	Electronic Hardcopy	Record subject to on-going update and review	None	N/A	None	Minimal	Public
		Identification and analysis of market needs for new courses	Generic course information	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public
			Course specific information relating to coursework and assessment design	Public	College website	<3000	Public	Electronic Hardcopy	Current academic year + duration of the course	N/A	N/A	None	Minimal	Public
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egislation Ref:				Art 30.1.d				Art 30.3	Art 30.1.f	Art.30.1.g/30.2.d				
Asset ID	Functionality	Class / Activity	Record Type	Who is this information shared with? Eg. 3rd parties	Location of data	Volume of data held	Who has access to this data ie 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 classifica
ESTOOX Es	Estates	Departmental Function	Client Information											
		Building and Engineer works	Minor works including interior decoration, relocation	McAdams Design LMServices Viewpoint TetraTec	Aconex Ecodomus Viewpoint Sharepoint	<10,000	Specified staff	Electronically	Completion of works + 5 years	Staff login credentials	N/A	Loss of reputation	Minimal	Confiden
			Planning applications (Including approval documentation)	Contractors Designers Local Planning Authority	Sharepoint Secure storage within restricted access	<10,000	Specified staff	Electronically Hardcopy	Completion of works + 5 years	Staff login credentials Secure storage within restricted access	N/A	Loss of reputation	Minimal	Public
		Inspections	Inspections and reports	N/A	Sharepoint Ecodomus S/Drive	1000+	Specified staff	Electronically	Completion of works + 5 years	Staff login credentials	N/A	Loss of reputation	Minimal	Confider
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Creation date + 5 years

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Staff login credentials

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N/A

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Loss of reputation

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	Ref:	Linvironnentai	Property acquisition dossiers		S/Drive Secure storage within restricted access S/Drive			Electronic Hardcopy		restricted access Staff login credentials Secure storage within restricted access		Commercial risk	Severe Minimal	Confidential
Image       Image <t< td=""><td>Ref:</td><td>management</td><td>Hazardous substances records including health</td><td>Contractor</td><td>restricted access S/Drive Secure storage within restricted access</td><td>&lt;500</td><td></td><td>Hardcopy</td><td></td><td>Secure storage within restricted access</td><td></td><td></td><td>Minimal</td><td>Public</td></t<>	Ref:	management	Hazardous substances records including health	Contractor	restricted access S/Drive Secure storage within restricted access	<500		Hardcopy		Secure storage within restricted access			Minimal	Public
NameN		ea: Examinati	and statutory inspections		Sharepoint Ecodomus			Electronic	Permanent	Staff login credentials	N/A		Minimal	Confidential
NomeNoNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNomeNom	Functionality	Class / Activity	Record Type	Who is this information shared with? Eg.	Location of data		access to this data ie category of	Format of the		Description of technical and security	is there an up to date DPIA	of a data	Risk rating	Security classification
Image <t< td=""><td>Examinations</td><td></td><td>Specific awarding body</td><td></td><td></td><td>50</td><td></td><td></td><td>Lifetime of Regulations</td><td>restricted access Staff login credentials</td><td>NO</td><td>None</td><td>Minimal</td><td>Public</td></t<>	Examinations		Specific awarding body			50			Lifetime of Regulations	restricted access Staff login credentials	NO	None	Minimal	Public
NoteN		Centre Approvals	reports Centre approval document	ETI AO	S/Drive Sharepoint S/Drive	<50	Specified staff	Electronic	+ 3 years Record subject to on-going review and update	Staff login credentials	N/A	reputation Loss of reputation	Minimal Minimal	Confidential Confidential
MathSubmS		ea: Finance In	(online)	set Regist	S/Drive				on-going review and update		N/A		Minimal	Confidential
HEDEFormational International In		Class / Activity	Record Type	Who is this information shared with? Eg.	Location of data		access to this data ie category of	Format of the		Description of technical and security	is there an up to date DPIA	of a data	Risk rating	Security classification
Image	Finance	Financial Accounting /	Records documenting the handling of petty	N/A	Secure storage within	up to 200				Secure storage within	NO		Minimal	Confidential
Image: Section of the strategy of the		Asset Management	financial returns made to the Department for the Economy. Records documenting		Secure storage within restricted access S/Drive			Hardcopy	+ 6 years Current financial year	Secure storage within restricted access Staff login credentials		reputation Loss of	Minimal Minimal	Confidential Confidential
Corrent     Corrent instruction     Submittant     Submitant     Submittant			/insignificant expenditure appraisal (ie business cases / economic appraisals), (eg chairs, routine											
Instrumentality         Instrument			pre-procurement advice, specification and contract development	Other Public Sector	S/Drive	1000+	Specified staff	Electronic	under seal: Expiry of contract + 6 years Contracts under seal: Expiry of contract +	Staff login credentials	NO		Minimal	Open (e-tenders)
NomeN	Ref:		and ITT.	Art 30.1.d				Art 30.3	<b>ta)</b> Art 30.1.f	_			Distanting	
Image: Constraint of the state of				information shared with? Eg.	Location of data		access to this data ie category of		Retention period	technical and security	is there an up to date DPIA	of a data	Risk rating	Security classification
Image: sector	Corporate	College development	>	Public Department	Sharepoint S/Drive				years Creation date + 10	-			Minimal Minimal	Public Public
Image: Second biase         Conversion biase <thconversion bias<="" td=""><td></td><td></td><td>&gt;</td><td>Governing Body Public Department for Economy</td><td></td><td>20</td><td></td><td></td><td></td><td>Restricted access</td><td>NO</td><td></td><td>Minimal</td><td>Confidential</td></thconversion>			>	Governing Body Public Department for Economy		20				Restricted access	NO		Minimal	Confidential
Image: Section of the sectio		Governing Body			Secure Storage within restricted access	3	Governing Body Chairperson Governing		on-going updae and	Secure storage within	NO	None	Minimal	Open
Image: Second state of the second state of			Articles of Government	Public	Secure Storage within restricted access	3	CEO Governing Body Chairperson		on-going updae and	Secure storage within	NO	None	Minimal	Open
Image: Construction of the construction of		implementation of organisational and cultural change, and	>	N/A	CEO Drive	<20	Body Secretary	Electronic		Secure storage within	No		Minimal	Open
Image: Problem in the standard sta		College organisation plans / structures / charts	>	Department for Economy Governing Body	Sharepoint				years	_			Minimal	Public
Image: Constraint of the second sec		reports and associated documentation Service level agreements with	>	Contracted	Sharepoint Secure storage within				+ 5 years Record subject to on-going update and	Secure storage within		reputation Loss or	Minimal	Confidential
Image: borner			Equality schemes (Annual progress report	Education	Sharepoint Secure storage within restricted		CEO office Restricted	Hardcopy Electronic	on-going update and review Record subject to on-going update and	Secure storage within restricted access Staff login credentials Secure storage within		Loss of	Minimal	Public Public
Image: Constraint of the second of the sec			Disability action plan (DAP) (Annual progress report to quality		D/Drive Secure storage within restricted access Sharepoint	1	CEO office Restricted		Record subject to on-going update and	Staff login credentials Secure storage within	N/A		minimal	Public
Image: Section of the sectin of the section of the section of the			review	Commission Equality	within restricted access Sharepoint D/Drive Sharepoint	1 scheme per 3	Restricted staff CEO office	Hardcopy	on-going update and review Retain from last action	Secure storage within restricted access	N/A	reputation	minimal	Confidential Confidential
Image: Coord relations/ Examples         Coord relations/ Examples         Procession (Constraints)         Starpoint (Constraints)         Iper annum Specified staff         Electronic (Coordinations)         Current academic years (Systam)         Staff login credentials         N/A         Loss of reputation           Image: Coord relations and reports         >         Development Plan and (Social Powelopment Plan and (Social Powelopment Plan and (Social Social Social Powelopment Plan and (Social Social Social Powelopment Plan and (Social Social Social Powelopment Plan and (Social Powelopment Plan and (Social Provide)         Staff login credentials (N/A)         N/A         Loss of reputation           Image: Coord relation Plan (Social Powelopment Plan and (Social Powelopment Plan and (Socior) (Powelopment Plan and (Social Powelopment Plan a			development of schemes / DAP / reviews / equality screening / equality impact assessment /		S/Drive	Progress Report DAP updated per			on the case + 6 years			reputation		
Image: Constraint of the constra		community relations liaison and reports Reviews / annual	>	commission Department	S/Drive Sharepoint		CEO Office		+ 5 years Retain until 5 years	-	N/A	reputation Loss of	minimal Minimal	Confidential Public
Image: Statistical data used (approved)         >         None         Sharepoint Website Solvive         <500         CEO office         Electronic Hardcopy         Date of review + 6 years         Staff login credentials NA         Loss of reputation           Image: Solvive         Statistical data used for monitoring policy decisions and access to services         >         None         EBS         10000 +         All staff         Electronic reputation         Staff login credentials (approved + 1) year         Staff login credentials (approved + 1) year         Staff login credentials (approved + 1) year         Yes         Loss of reputation           Euglastion Ref:          Art 30.1         Art 30.1         Art 30.1         Art 30.1,f         Art 30.1,g/(30.2.4)         Echronic (approved + 1) year         Mebdite (access)         Figure (approved + 1) year         Staff login credentials (approved + 1) year         Art 30.1,f         Art 30.1,f         Art 30.1,f         Art 30.1,g         Art 30.1,f         Art 30.1,f         Art 30.1,f         Art 30.1,f         Art 30.1,f		(Annual College Development Plan and whole College QIP) Equality screening forms / equality impact	>	ETI Equality	Sharepoint	per policy, per	Body Secretary	Electronic	3 years Retain until 5 years review is completed +	Staff login credentials	N/A	Loss of	Minimal	Confidential
decisions and access to servicesdecisions and access to serviceslenne<		Policies and procedures (approved) Statistical data used	>		Website S/Drive	<500		Hardcopy	Date of review + 6 years Retain until signed off	Secure storage within restricted access		reputation Loss of	Minimal Minimal	Public Open Open
Asset IDFunctionalityClass / ActivityRecord TypeWho is this information shared with? Eg. 3rd partiesLocation of dataVolume of data heldWho has access to this data ie category ofFormat of the dataRetention periodDescription of technical and securityIf applicable, is there an up of a dataHR00XHuman ResourcesDepartmental FunctionClient InformationImage: Client Informa		decisions and access to services	sources Infoi		sset Register	(Non-Pe	rsonal Da			Art 30 1 g / 30 2 d		reputation		
Resources       Resources       Image: Addition of the second of		Class / Activity	Record Type	Who is this information shared with? Eg.	Location of data		access to this data ie category of	Format of the		Description of technical and security	is there an up to date DPIA	of a data	Risk rating	Security classification
Image: Secure storage within restricted access     reputation		Staff Recruitment	Advertisement of vacancies		-				years	-		reputation	Minimal	Public
Image: Problem in the state of point of poin			relation to established					Electronic	review Record subject to on-going update and	restricted access		Loss of reputation	Minimal	Confidential
Staff handbook / manual       >       All staff       Q/Drive Sharepoint       1       All staff       Electronic       Record subject to on-going update and review       Staff login credentials       NO       None         Image: Ima		manual Staff payment records	pay scales	Not shared	Sharepoint Q/Drive Sharepoint	<20	All staff	Electronic	on-going update and review Termination of employment + 6 years	Staff login credentials	NO	None	Minimal Minimal	Open
Image: Survey reports       Staff surveys       Not shared       Q/Drive       <10       Specified staff       Electronic       Creation date + 3 years       Staff login credentials       N/A       None         Functionality Area: ICT Information Asset Register (Non-Personal Data)       Image: Art 30.1 distance       Image: Art 30.1 distance       Image: Art 30.1 distance       Image: Art 30.1 distance       Art 30.3 distance       Art 30.1 distance       Image: Art 30.1	Ref:	ea: ICT Inforn	nation Asset I	Register (I Art 30.1.d	Non-Persona	l Data)		Art 30.3	years Art 30.1.f	Art.30.1.g / 30.2.d			Minimal	open
Asset ID       Functionality       Class / Activity       Record Type       Who is this information shared with? Eg. 3rd parties       Location of data       Volume of data       Who has access to this data ie category of staff?       Format of the data // staff       Retention period       Description of technical and security in old at the parties       Risk / Impact         ICTOOX       ICT       Departmental Function       Client Information       ICT       Iction of Lient Information       Ict				information shared with? Eg.	Location of data		access to this data ie category of		Retention period	technical and security	is there an up to date DPIA	of a data	Risk rating	Security classification
Image: Note of the set o		Software Licences Soft ware / Hardware - Lease / Purchase / Maintenance	>						1 year Lifetime of lease / purchase / contract	-		reputation Loss of	Minimal Minimal	Confidential Confidential
And Maintenance agreements / Contracts       And Maintenance agreements / Contractors       Contractors       Sharepoint       <200       Specific IT staff       Electronic on-going update and review       Record subject to on-going update and review       Staff login credentials       NO       Compromised College Security		agreements / Contracts Design, development and implementation of IT systems including source code and	>	Contractors	Sharepoint	<200	Specific IT staff	Electronic	Record subject to on-going update and	Staff login credentials	NO	College	Moderate	Confidential
Functionality Area: Insurance Information Asset Register (Non-Personal Data)         Legislation Ref:       Image: Class / Activity       Art 30.1.d       Image: Class / Activity       Art 30.1.d       Art 30.1       Art 30.3       Art 30.1.f       Art.30.1.g / 30.2.d       Image: Class / Activity       Record Type       Who is this       Location of data       Volume of data       Who has       Format of the       Retention period       Description of       If applicable,       Risk / Impact	Ref:	ea: Insurance		Art 30.1.d Who is this		Volume of data	Who has	Format of the		Description of			Risk rating	Security
LowLowLowInformation shared with? Eg. 3rd partiesheldaccess to this data slaft?dataLechnical and security measuresis there an up to date DPIA in place?INSO0XInsuranceDepartmental FunctionClient informationIncome		Departmental Function		information shared with? Eg. 3rd parties		held	access to this data ie category of staff?	data		technical and security measures	is there an up to date DPIA in place?	of a data breach?		classification
Claims history (Insurance Synopsis)       >       Broker       J/ Drive S/Drive Secure storage within restricted access       Specified EST staff       Electronic Hardcopy       Creation date + 6years       Staff login credentials Secure storage within restricted access       NO       Loss of reputation         Image:		(Insurance Synopsis) Renewal documentation	>		S/Drive Secure storage within restricted access J/ Drive S/Drive		staff Specified EST	Hardcopy		Secure storage within restricted access Staff login credentials Secure storage within		reputation Loss of	Minimal	Confidential Confidential
documentation (Including insurance reports)       documentation (Including insurance reports)       shift       Hardcopy       Secure storage within restricted access       reputation         Insurance - inspectors       >       Health and Safety Executive       J/ Drive S/Drive S/Drive Executive       <10		(Including insurance reports)	>	and Safety	Secure storage within restricted access J/ Drive S/Drive Secure storage within	<10	Specified EST	Electronic	Creation date + 6years	restricted access Staff login credentials Secure storage within	NO	Loss of	Minimal	Confidential
Image:		correspondence (advice + general corrrespondence)			restricted access J/ Drive S/Drive		staff			Staff login credentials		reputation	Minimal	Confidential
Image: payments     Image: payments <th< td=""><td></td><td>payments Indemnities and</td><td></td><td>Contracted Organisations (Proof of insurance and</td><td>S/Drive J/ Drive S/Drive</td><td></td><td>staff Specified EST</td><td></td><td>Creation date + 10</td><td>-</td><td></td><td>reputation Loss of</td><td>Minimal</td><td>Confidential</td></th<>		payments Indemnities and		Contracted Organisations (Proof of insurance and	S/Drive J/ Drive S/Drive		staff Specified EST		Creation date + 10	-		reputation Loss of	Minimal	Confidential
Image: series of the series		employers and public	>	compliance)	S/Drive Sharepoint Secure storage within	<30			Permanent	Secure storage within	NO	None	None	Confidential
Functionality Area: Marketing Information Asset Register (Non-Personal Data)         Legislation Ref.       Image: Class / Activity       Art 30.1.d       Image: Class / Activity       Art 30.1.d       Art 30.2       Art 30.3       Art 30.1.f       Art.30.1.g/30.2.d       Image: Class / Activity       Image: Class / Activity       Record Type       Who is this information       Location of data       Volume of data       Who has access to       Format of the data       Retention period       Description of technical and security       If applicable, is there an up       Risk / Impact of a data	Ref:			Art 30.1.d Who is this information	gister (Non-P	Volume of data	Who has access to	Format of the		Description of technical and security	is there an up	of a data	Risk rating	Security classification
LowSupportSupportShared with? Eg. 3rd partiesShared with? Eg. 3rd partiesIn this data ic category of staff?SupportSupportIn date DPIA in place?In date DPIA in place?I	Marketing		Marketing campaigns	shared with? Eg. 3rd parties	U/Drive		this data ie category of staff?			measures	to date DPIA in place?	breach?	Minimal	Public
Marketing Management       Marketing campaigns and assessment of their impact: Marketing plans + Market research Reports       N/A       U/Drive       20       All staff       Electronic       Current academic year + 1 year       Staff login credentials       N/A       Loss of reputation         Image: Marketing Company in the company in		genrefi[	and assessment of their impact : Marketing plans + Market research Reports						+ 1 year Current academic year	_		reputation Loss of	Minimal	Public
Promotional Information Design and control of college corporate identity: Brand guideline + Publicity material All stakeholders U/Drive Sharepoint 20 All staff Electronic Record subject to ongoing update ad review Staff login credentials N/A Loss of reputation Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity material Control of college corporate identity: Brand guideline + Publicity guideline + P		Information	of college corporate identity: Brand guideline + Publicity material		Sharepoint			Electronic	Record subject to ongoing update ad	Staff login credentials	N/A	Loss of	Minimal	Public
Functionality Area: Quality Information Asset Register (Non-Personal Data)         Legislation Ref:       Art 30.1       Art 30.1.d       Art 30.2       Art 30.3       Art 30.1.f       Art.30.1.g/30.2.d       Model         Asset ID       Functionality       Class / Activity       Record Type       Who is this information of data held       Volume of data held       Who has access to access t		a Quality In		Art 30.1.d Who is this information		Volume of data	Who has access to	Format of the		Description of technical and security	is there an up	of a data	Risk rating	Security classification
QUA00X       Quality       Departmental Function       Client information       Not shared       S/Drive        this data ie category of staff?       shared with? Eg.	ionality Are			shared with? Eg.			this data ie category of			measures	to date DPIA in place?	breach?	Minimal	Open
Image:	tionality Are Ref: Functionality	Class / Activity Departmental Function		Not shared		<50	Quality Team			5	1		I*IIIIIIai	1
Current awarding body examination / assessment rules and regulations       >       Not shared       S/Drive Sharepoint       <100	tionality Are Ref: Functionality	Class / Activity Departmental Function ETI and QAA	Inspection reports	Not shared	Sharepoint S/Drive Sharepoint	<50	Quality Team	Electronic	on-going update and review Record subject to on-going update and review	Staff login credentials	N/A	None	Minimal	Open
Legislation Ref:       Image: Class / Activity       Record Type       Art 30.1d       Image: Class / Activity       Art 30.1d       Image: Class / Activity       Record Type       Who is this information shared with? Eg.       Coation of data       Volume of data       Who has access to this data ie       Format of the data       Record Type       Misk / Image: Class / Activity       If applicable, is there an up to date DPIA       Risk / Image: Class / Activity       If applicable, is there an up to date DPIA       Risk / Image: Class / Activity       If applicable, is there an up to date DPIA       Risk / Image: Class / Activity       If applicable, is there an up to date DPIA       Risk / Image: Class / Activity       If applicable, is there an up to date DPIA       Risk / Image: Class / Activity       Risk /	ionality Are Ref: Quality	Class / Activity Departmental Function ETI and QAA Current awarding body examination / assessment rules and regulations	Inspection reports Survey reports	Not shared Not shared	Sharepoint S/Drive Sharepoint S/Drive Sharepoint	<50	Quality Team All staff	Electronic	on-going update and review Record subject to on-going update and review Record subject to on-going update and	Staff login credentials	N/A	None	Minimal	
3rd parties     category of     in place?	ionality Are Ref: Quality Quality	Class / Activity Departmental Function ETI and QAA Current awarding body examination / assessment rules and regulations ca: Record Ma	Inspection reports Survey reports	Not shared Not shared formation Art 30.1.d Who is this information shared with? Eg.	Sharepoint S/Drive Sharepoint S/Drive Sharepoint n Asset Regis	<50 <100 ter (Non-	Quality Team All staff • Personal Who has access to this data ie category of	Electronic Electronic Data) Art 30.3 Format of the	on-going update and review Record subject to on-going update and review Record subject to on-going update and review Art 30.1.f	Staff login credentials N/A Art.30.1.g / 30.2.d Description of technical and security	N/A N/A If applicable, is there an up to date DPIA	None None None Risk / Impact of a data	Minimal	
	ionality Are Ref: Quality Quality Cual	Class / Activity Departmental Function ETI and QAA Current awarding body examination / assessment rules and regulations Class / Activity Departmental Function	Inspection reports Survey reports  Anagement In Record Type	Not shared Not shared formation Art 30.1.d Who is this information shared with? Eg. 3rd parties Mount Charles	Sharepoint S/Drive Sharepoint S/Drive Sharepoint ASSET Regis Location of data Secure storage within	<50 <100 ter (Non- Volume of data held	Quality Team All staff • Personal Who has access to this data ie category of staff?	Electronic Electronic Data) Art 30.3 Format of the data	on-going update and review Record subject to on-going update and review Record subject to on-going update and review Art 30.1.f Retention period Current academic year	Staff login credentials N/A Art.30.1.g / 30.2.d Description of technical and security measures (Dedicated) secure storage within	N/A N/A If applicable, is there an up to date DPIA in place?	None None None None None Loss of	Minimal Minimal	Public
Image: Note of the staff?Image: Note of the staff?Image: Note of the staff?Image: Note of the staff?RECOXRecord ManagementDepartmental FunctionClient InformationImage: Note of the staff?Image: Note of the staff?Note of the staff	ionality Are Ref: Quality Quality Cual	Class / Activity Departmental Function ETI and QAA Current awarding body examination / assessment rules and regulations Class / Activity Class / Activity Departmental Function Shredding certification Retention and disposal schedule Publication scheme	Inspection reports Survey reports Survey reports Client Information Cl	Not shared Not shared Iformation Art 30.1.d Who is this information shared with? Eg. 3rd parties River Ridge FE Sector Public	Sharepoint S/Drive Sharepoint S/Drive Sharepoint S/Drive Sharepoint Asset Regis Location of data Secure storage within restricted access Sharepoint College Website College website	<50 <100 ter (Non- Volume of data held up to 10 1 1	Quality Team All staff Personal Who has access to this data ie category of staff? Specified staff Staff Public Staff Public	Electronic Electronic Data) Art 30.3 Format of the data Hardcopy Electronic Electronic	on-going update and review Record subject to on-going update and review Record subject to on-going update and review Art 30.1.f Retention period Current academic year + 1 year Date of review + 6 years Date of review + 6 years	Staff login credentials N/A Art.30.1.g / 30.2.d Description of technical and security measures (Dedicated) secure storage within restricted access None None	N/A N/A N/A If applicable, is there an up to date DPIA in place? N/A N/A	None None None None None None None None	Minimal Minimal Minimal Minimal Norisk Norisk	Public Public Confidential Public Public
Image: Note of the state of	ionality Are Ref: Quality Quality Cual	Class / Activity Departmental Function ETI and QAA Current awarding body examination / assessment rules and regulations Class / Activity Class / Activity Departmental Function Shredding certification Shredding certification Retention and disposal schedule Publication scheme Record of processing activities ICO data controller registration certificate	Inspection reports Survey reports Survey reports Client Information Client Informati Client Information Client Information Clie	Not shared Not shared Not shared formation Shared with? Eg. 3rd parties River Ridge FE Sector Public Public	Sharepoint S/Drive Sharepoint S/Drive Sharepoint S/Drive College Website Sharepoint S/Drive Sharepoint College website S/Drive	<50 <100 ter (Non- Volume of data held up to 10 1 1 1 1 5	Quality Team All staff Personal Who has access to this data ie category of staff? Specified staff Staff Public Staff Public Staff Staff Staff Staff Staff	Electronic Electronic Data Art 30.3 Format of the data Hardcopy Electronic Electronic Electronic Electronic	on-going update and review Record subject to on-going update and review Record subject to on-going update and review Art 30.1.f Retention period Current academic year + 1 year Date of review + 6 years Date of review + 6 years Date of review + 6 years	Staff login credentials N/A Art.30.1.g / 30.2.d Description of technical and security measures (Dedicated) secure storage within restricted access None None Staff login credentials Staff login credentials	N/A N/A N/A N/A If applicable, is there an upp to date DPIA is there an upp to date DPIA N/A N/A N/A N/A N/A	None None None None None None None None	Minimal Minimal Minimal No risk	Public Public Security classification Confidential Public