

FE Sector: Record of Processing Activities/Information Asset Register

Table with 10 columns: The College's Automated Data Protection Officer, Ian Bidson

Table with 2 columns: Departmental Reference Guide, Glossary of Terms. Contains definitions for Personal Data, Processing, Data Controller, Data Processor, Third Party, Data Breach, Data Sharing Agreement, Data Protection Impact Assessment.

Functionality Area: Business Engagement Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for BEOXX (Business Engagement) and BFOXX (Business Finance).

Functionality Area: Curriculum Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for CUR00X (Curriculum) and CUD00X (Course Development).

Functionality Area: Estates Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for EST00X (Estates), EST10X (Energy), EST20X (Fire), EST30X (Health and Safety), EST40X (Property), EST50X (Waste).

Functionality Area: Examinations Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for EX00X (Examinations), EX10X (Examinations - JQC), EX20X (Examinations - Reports), EX30X (Examinations - Centre approval), EX40X (Examinations - Course approval).

Functionality Area: Finance Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for FIN00X (Finance), FIN10X (Financial Accounting), FIN20X (Records), FIN30X (Asset Management), FIN40X (Procurement).

Functionality Area: Governance and Corporate Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for GO00X (Governance & Corporate), GO10X (Sector Plan), GO20X (College development), GO30X (Performance reporting), GO40X (Governing Body), GO50X (Articles of Government), GO60X (Planning and implementation), GO70X (College organisation), GO80X (Risk assessment), GO90X (Service level agreements), GO100X (Departmental plans), GO110X (Equality), GO120X (Disability action plan), GO130X (Article 55), GO140X (Documentation), GO150X (Good relations), GO160X (Reviews/annual reports), GO170X (Policies and procedures), GO180X (Statistical data).

Functionality Area: Human Resources Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for HRO0X (Human Resources), HRO10X (Staff recruitment), HRO20X (Job descriptions), HRO30X (Assessment of jobs), HRO40X (All staff), HRO50X (Staff payment records), HRO60X (Surveys reports).

Functionality Area: ICT Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for ICT00X (ICT), ICT10X (Software Licences), ICT20X (Software / Hardware), ICT30X (Design, development and implementation).

Functionality Area: Insurance Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for INS00X (Insurance), INS10X (Claims history), INS20X (Renewal documentation), INS30X (Insurance - inspectors), INS40X (Insurance correspondence), INS50X (Insurance premium payments), INS60X (Indemnities and guarantees), INS70X (Certificates of employers and public liability insurance).

Functionality Area: Marketing Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for MKT00X (Marketing), MKT10X (Marketing Campaigns), MKT20X (Marketing Strategy), MKT30X (Promotional Information).

Functionality Area: Quality Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for QUA00X (Quality), QUA10X (EIT and QAA), QUA20X (Survey reports), QUA30X (Current awarding body examination/assessment rules and regulations).

Functionality Area: Record Management Information Asset Register (Non-Personal Data)

Table with 13 columns: Legislation Ref, Asset ID, Functionality, Class / Activity, Record Type, Who is this information shared with?, Location of data, Volume of data held, Who has access to this data, 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 classification. Includes rows for REC00X (Record Management), REC10X (Shredding certification), REC20X (Retention and disposal schedule), REC30X (Publication scheme), REC40X (Record of processing activities), REC50X (I.C.D. data controller registration certificate), REC60X (Data privacy impact assessments), REC70X (Data sharing agreements).