		P S P	ersonal data pecial Category (Sensitive rocessing		Any informati ological, gene "Personal dat "Any operatio or combinatic" "The natural of the state of the stat	tion relating to an etic, mental, econo ta revealing racial on or set of operat on, restriction, era	identified or ident omic, cultural or so or ethnic origin, p tions which is perf asure or destruction	tifiable natural per ocial identity of the political opinions, r formed on persona on"	rson ('data subjec at natural persor religious or philo: al data or on sets	cct'); an identifiable n sophical beliefs, o s of personal data,	r trade union me whether or not b	mbership, and th	e processing of ans, such as coll	genetic data, bio	ometric data for th	ne purpose of uni ructuring, storag	quely identifying a	natural person, teration, retrieva	data concerning he	nealth or data con se, disclosure by t	line identifier or to one or more fa cerning a natural person's sex life transmission, dissemination or oth law, the controller or the specific o	or sexual orientat erwise making av	ailable, alignment
Function Legislation Ref:	nality Ar	T C	hird Party hata Breach hata Sharing Agreement hata Protection Impact A	Assessment	"A natural or I "A natural or I "A breach of s A softer versi An assessmer	legal person, publ legal person, publ security leading to ion of a contract, s nt of data protecti	lic authority, agen- lic authority, agen- o the accidental or solely for purpose ion implications p	cy or body other t r unlawful destruc of considering the erformed at the st	han the data sub tion, loss, alterat e personal data p art of a new proj	oject, controller, pi tion, unauthorisec processing side of	ocessor and person of or a relationship	sons who, under t	nal data transmi	itted, stored or o	therwise process	ed"			h will result in high Art 30.1.f	h risk. Art.30.1g/30.2.d			
Asset ID BE00X	Functionality Business Engagement	Class / Activity Departmental Function Skills Focus Skill Up	Record Type Client Information Short course documentation	Name Academic achievement Name Contact details	Categories of data subject Employee Student Student	controller?	Who is the joint controller? (if applicable) DfE DfE	Who is the data processor? (if applicable) N/A N/A	Purpose / lawful basis for this data 'processing' 6.1B Performance of a contract 6.1B Performance of a contract	Who is this information shared with? Eg. 3rd parties DfE DfE	Is there a data sharing agreement / contract in place? YES Yes - contract	Is this data transferred to another country / international organisation?	Location of data Sharepoint SPICE Sharepoint	Volume of data held <2000 <1000	Does this contain 'special category' data? NO	Purpose / lawful basis for processing special category data N/A N/A	Who has access to this data ie category of staff? Specified staff Specified staff	Format of the data Electronic Electronic	End of project / relationship + 10 years End of project / relationship +	Description of technical and security measures Staff login credentials Staff login credentials	If applicable, is there an up to date DPIA in place? NO Loss of reputation NO Loss of reputation Harms to the right	Minimal	Security classification Confidential Confidential
Functio	onality Ar	rea: Curricul	Evaluation / Certification Learner Placements Recruitment	Contact details CV	Student Student OCESSING Art 30.1c/30.2b	src (Persona	None None Al Data) Art30.1a	N/A N/A Article 30.2.a	6.1B Performance of a contract 6.1E Performance of a public task Art 30.1.b / Art 6	DfE Employer Employer	YES	NO NO Art 30.1e/	Sharepoint Sharepoint	<50	NO NO Art 9	N/A N/A Art 9	Specified staff Specified staff	Electronic Electronic	7 year End of project / relationship + 7 year End of recruitment process Art 30.1.f	Staff login credentials Staff login credentials Art.30.1g/30.2.d	NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the data subject	Minimal see	Confidential Confidential
Asset ID CUROOX	Functionality Curriculum	Class / Activity Departmental Function Candidate coursework	Record Type Client Information Portfolios / Assignments / Examinations / Dissertations / Assessments completed as part of their evidence towards achievement	Categories of personal data Name Student ID Achieved grade Evidence / work product	Categories of data subject	controller?	Who is the joint controller? (if applicable) Awarding Organisation ETI	Who is the data processor? (if applicable)	Purpose / lawful basis for this data 'processing' 6.1B Performance of a contract	Who is this information shared with? Eg. 3rd parties Awarding Organisation ETI	Is there a data sharing agreement /contract in place?	30.2.c Is this data transferred to another country / international organisation?	AO hosted portfolio Secure storage	Volume of data held	Does this contain 'special category' data?	Purpose / lawful basis for processing special category data	Who has access to this data ie category of staff? Specified staff	Format of the data Electronic Hardcopy	Retention period Creation date + duration of the course	Description of technical and security measures Secure storage within restricted access Staff login credentials	If applicable, is there an up to date DPIA in place? NO Harms to rights an risk and freedom data subject Loss or reputation	d Minimal f	Security classification Confidential
		Identification of accreditation requirements for new courses and obtaining accreditation Details relating to grades / marks awarded to candidates during completion of a specific course Internal verification / moderation records relating to candidates undertaking a specific course / qualification	Course accreditation submissions	Name Student ID Achieved grade Evidence/work product	Staff Staff Staff	SRC SRC	Awarding Organisation Awarding Organisation ETI Awarding Organisation ETI	N/A N/A	6.1B Performance of a contract 6.1B Performance of a contract 6.1B Performance of a contract	Awarding Organisation Awarding Organisation ETI Awarding Organisation ETI	NO NO NO	NO NO NO	S/Drive Sharepoint AO hosted portfolio Secure storage AO hosted portfolio Secure storage	20,000	NO NO	N/A N/A	Specified staff Specified staff Specified staff	Electronic Hardcopy Electronic Hardcopy	Creation date + duration of the course Course duration + 1 year Course duration + 1 year	Staff login credentials Secure storage within restricted access Staff login credentials Secure storage within restricted access Staff login	NO Harms to rights ar risk and freedom of data subject NO Harms to rights ar risk and freedom of data subject loss of reputation NO Harms to rights ar risk and freedom of data subject loss of reputation data subject loss of reputation	d Minimal d Minimal f	Confidential Confidential Confidential
		Feedback reports from students, staff, employers and other stakeholders (Surveys) Monitoring of submission of assignments by students. Monitoring and analysis of enquiries about courses and	Course assignment registers Collated data – reports / statistics	Student ID Achieved grade Evidence / work product Name Student ID Achieved grade Evidence / work product Name Date of birth	Staff Staff Student Applicant	SRC	Awarding Organisation ETI N/A	N/A N/A N/A	6.1B Performance of a contract 6.1B Performance of a contract 6.1E Performance of a public task	Statistical data shared with staff ETI Statistical data shared with staff ETI Not shared	N/A N/A	NO NO N/A	S/Drive Sharepoint S/Drive Sharepoint	20,000 20,000 up to 30,000	NO NO NO	N/A N/A	Specified staff Specified staff Specified staff	Electronic Electronic	Course duration +1 year Current adademic year +1 year Current academic year +5 years	credentials Secure storage within restricted access Staff login credentials Secure storage within restricted access Staff login credentials Staff login credentials	NO Harms to rights ar risk and freedom data subject Loss or reputation NO Harms to rights ar risk and freedom data subject Loss or reputation NO Loss of reputation NO Loss of reputation Harms to rights ar	d Minimal Minimal	Open Open Confidential
Legislation Ref:		qualifications Individual learner record rea: Estates F	Record Of D	Contact details Student ID Course details Previous Qualifications Name Student ID DOB Academic progress Pata Proces Art 30.1.c/30.2.b	Student Ssing (Per	rsonal Da	Art 30.1.a	IT assist Article 30.2.a	6.1E Performance of a public task Art 30.1.b / Art 6	ETI Processor	NO	NO Art 30.1e / 30.2.c	Sharepoint IT Assist	<5000	YES Art 9	9.2G Art 9	Specified staff	Electronic Art 30.3	End of engagement with course + 2 years	Staff login credentials Art.30.1g/30.2.d	freedoms of the data subject NO Harms to the right and freedoms of the data subject data subject	s Moderate le	Confidential
Asset ID EST00X	Estates Estates	Class / Activity Departmental Function Health and Safety	Record Type Client Information Accident / Incident report forms including associated administration* Eg RIDDOR (Accidents / dangerous occurrences, outbreaks of disease.)	Name Address DOB Nature of injury Name Address DOB ODB	Student Staff Members of public Student Staff Members of public	controller?	Who is the joint controller? (if applicable) N/A HSE	Who is the data processor? (if applicable) N/A N/A	Purpose / lawful basis for this data 'processing' 6.1C Legal Obligation 6.1C Legal Obligation	Who is this information shared with? Eg. 3rd parties Insurers HSE Insurers HSE	Is there a data sharing agreement /contract in place?	Is this data transferred to another country / international organisation? NO	S/Drive Secure storage	Volume of data held <2000 <100	Does this contain 'special category' data? YES	Purpose/ lawful basis for processing special category data 9.2C - Vital Interests 9.2C - Vital Interests	Who has access to this data is category of staff? Specified staff Specified staff	Electronic Hardcopy Electronic Hardcopy	Creation date + 9 years Creation date + 9 years	Description of technical and security measures Staff login credentials Secure storage within restricted access Staff login credentials Secure storage storage within restricted access	If applicable, is there an up to date DPIA in place? NO Loss of reputation Harms to rights an freedoms of the da subject Possible IC sanction NO Loss of reputation Harms to rights an freedoms of the da subject Possible IC sanction	Severe d ta o O Severe d Severe	Security classification Confidential Confidential
		Estates management Car parking	Health and safety records including audits, reviews and administration CCTV footage	Nature of injury Name Address DOB Nature of injury Image of data subject	public Student Staff Members of public Student Staff Members of public Student Staff Members of public	SRC	N/A N/A	N/A N/A	6.1C Legal Obligation 6.1C Legal Obligation 6.1E Performance	Insurers HSE PSNI (upon request)	NO NO form 81 from PSNI	NO N/A N/A	S/Drive Secure storage Dedicated server per campus	<10,000 Approx 90 cameras covering 9 campuses	YES NO NO	9.2C - Vital Interests N/A	Specified staff Specified staff Specified staff	Electronic Hardcopy Electronic Physical	Creation date + 9 years 30 days or until completion of claim / investigation Current academic	within restricted access Staff login credentials Secure storage within restricted access Staff login credentials Secure storage within restricted access Staff login credentials Secure storage within restricted access Staff login	subject Possible IC sanction NO Loss of reputation Harms to rights an freedoms of the da subject Possible IC sanction YES Loss of reputation Harms to rights an freedoms of the da subject Possible IC sanction NO Loss of reputation Harms to rights an freedoms of the da subject Possible IC sanction	Severe di ta o O Severe di ta ta o O Severe	Confidential Confidential Confidential
Function Legislation Ref:	onality Ar	Rental agreements Tea: Examina	tions Recor	Contact number Registration Vehicle details Name of tenant Address Rental value	Staff Members of public Tenant	src ng (Perso	N/A	N/A	6.1B Performance of a public task 6.1B Performance of a contract Art 30.1.b / Art 6	Tenant SRC Bank Invest NI	N/A	N/A N/A Art 30.1.e / 30.2.c	Secure storage S/Drive	<30	NO NO Art 9	N/A Art 9	Specified staff	Electronic Hardcopy	End of contract + 5 years Art 30.1.f	Staff login credentials Staff login credentials Secure storage within restricted access Art.30.1g/30.2.d	Harms to rights an freedoms of the data subject N/A Loss of reputation	d Minimal	Confidential
EX00X	Examinations	Class / Activity Departmental Function Student records	Record Type Client Information Access arrangements applications Statements (sensitive /	Nature of medical need Special requirements Candidate Number LS staff name	Categories of data subject Student Staff Student	Who is the data controller? SRC	Who is the joint controller? (if applicable) Awarding Body Awarding Body	Who is the data processor? (if applicable) None	Purpose / lawful basis for this data 'processing' 6.1E Performance of a Public Task 6.1E Performance	Who is this information shared with? Eg. 3rd parties Awarding Organisation Specified staff Awarding	Is there a data sharing agreement /contract in place? NO	Is this data transferred to another country / international organisation?	Sharepoint Secure storage within restricted access	Volume of data held 600+	Does this contain 'special category' data? YES	Purpose/ lawful basis for processing special category data 9.2B - Employment, social security and social protection N/A	Who has access to this data ie category of staff? Specified staff Awarding organisation Specified	Electronic Hardcopy	Retention period Current academic year + 1 Current academic	Description of technical and security measures Secure storage within restricted access Staff log in credentials Staff login	If applicable, is there an up to date DPIA in place? NO Possible ICO sanction Harms to the right and freedoms of the data subject Los of reputation NO Harms to the right data subject Los of reputation NO Harms to the right data subject Los of reputation	Severe s e e s s Moderate	Security classification Confidential Confidential
			confidential) - lifelong learning Special consideration applications EDI files (Cash-Ins / Amendments)	Contact details Candidate Number Student name Contact details Nature of medical need Special consideration details Candidate Number Name DOB Candidate Number ULN/UCI Number Entry and course info	Student Students	SRC SRC	Awarding Body Awarding Organisation	None	of a Public Task 6.1E Performance of a Public Task 6.1E Performance of a Public Task	Organisation Specified staff Awarding Organisation Specified staff Awarding Organisation Specified staff	NO NO	NO NO	Sharepoint S/Drive Hardcopy S/Drive	<50 20,000+	YES	9.2B - Employment, social security and social protection	staff Awarding organisation Specified staff Awarding organisation Specified staff	Electronic Electronic Hardcopy	current academic year + 1 Current academic year + 1 Current academic year + 1	Staff login credentials Secure storage within restricted access Staff log in credentials	and freedoms of tidata subject Los of reputation NO Possible ICO sanction Harms to the right and freedoms of tidata subject Los of reputation NO Possible ICO sanction Harms to the right and freedoms of tidata subject Los of the right and freedoms of tidata subject Los data subject Los	Severe Severe Moderate	Confidential Confidential
		Examination session records	Certificates not collected by candidates Examination timetables Seating plans	Name DOB Candidate Number ULN / UCI Number Course info Name Candidate Number	Students Student Staff Student Staff	SRC SRC	Awarding Organisation Awarding Organisation Awarding Organisation	None None	6.1E Performance of a Public Task 6.1E Performance of a Public Task 6.1E Performance of a Public Task	Awarding Organisation Awarding Organisation Awarding Organisation	NO NO NO	NO NO NO	Hardcopy S/Drive S/Drive	1000+	NO NO	N/A N/A	Exams staff Specified staff Specified staff	Electronic Hardcopy Electronic	Current academic year + 1 Current academic year + 1 Current academic year + 1	Secure storage within restricted access Staff log in credentials Secure storage within restricted access Secure storage within restricted access	NO Loss of reputation NO Loss of reputation NO Loss of reputation NO Loss of reputation	Minimal Minimal	Confidential Confidential Confidential
			Records of attendance Invigilator reports SLDD exam timetables Invigilator timesheets	Candidate Number Name Candidate Number	Student Staff Student Staff Student Student	SRC SRC	Awarding Organisation Awarding Organisation Awarding Organisation Awarding Awarding	None None N/A None	6.1E Performance of a Public Task	Awarding Organisation Awarding Organisation Awarding Organisation Awarding Awarding	NO NO NO NO	NO NO NO	S/Drive S/Drive Hardcopy S/Drive	1000+	NO NO Yes No	N/A N/A N/A	Specified staff Specified Exams staff Invigilator Specified Staff	Electronic Hardcopy Electronic	Current academic year + 1 Current academic year + 1 Current academic year + 1 Current academic	Secure storage within restricted access Secure storage within restricted access Secure storage within restricted access Secure storage Secure storage Secure storage	NO Loss of reputation NO Possible ICO sanction Harms to the right and freedoms of the data subject Los of reputation NO Loss of reputation NO Loss of reputation	Minimal Moderate s see s	Confidential Confidential Confidential Confidential
Function Legislation Ref:	onality Ar	Examination session records Tea: Finance Class / Activity	Enquiries about results & outcomes	Student name DOB Candidate Number Entry course information Data Proces Art 30.1.c/30.2.b Categories of personal	Staff Student Ssing (Pe Art 30.1.c/30.2.b Categories of data	SRC ersonal D Art 30.1.a Who is the data	Organisation Awarding Organisation Pata) Art 30.1a Who is the joint	N/A Article 30.2.a Who is the data	of a Public Task 6.1E Performance of a Public Task Art 30.1.b / Art 6 Purpose / lawful	Organisation Awarding Organisation Art 30.1.d Who is this	NO Sthere a	NO Art 30.1.e / 30.2.c Is this data	S/Drive Sharepoint Secure storage within restricted access	100 + Volume of data	No Art 9 Does this contain	N/A Art 9 Purpose/	Specified staff Who has access	Hardcopy Electronic Art 30.3 Format of the data	year + 1 End of appeals process Art 30.1.f Retention period	within restricted access Secure storage within restricted access Staff log in credentials Art.30.1.g / 30.2.d Description of	NO Loss of reputation If applicable, is Risk / Impact of a	Minimal	Confidential
FINOOX	Finance	Departmental function Financial accounting / Statutory accounting	Client information Records documenting the issue of sales invoices and the processing of incoming payments (and corresponding receivables ledger): Student EBS Interface invoice output Student ABW Interface	Name Address Phone number Email Next of kin address Course name / code Course fee	Student Sponsor		controller? (if applicable) N/A	processor? (if applicable) EBS	basis for this data 'processing' 6.1E Performance of a public task 6.1E Performance	information shared with? Eg. 3rd parties DfE Sponsor	data sharing agreement /contract in place?	transferred to another country / international organisation?	S/Drive EBS ABW	100,000+	'special category' data? NO	lawful basis for processing special category data N/A	to this data ie category of staff? Specified staff Specified staff	Electronic	Current financial year + 6 years	technical and security measures Staff login credentials Staff login	there an up to date DPIA in place? NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Control to the right and the redoms of the data subject.	s se	Confidential Confidential
			invoice output EBS Interface receipt output	Address Phone number Email Next of kin address Course name / code Course fee Name Address Phone number Email Next of kin address Course name / code Course fee	Sponsor Student Sponsor	SRC	N/A	EBS	of a public task 6.1E Performance of a public task	Sponsor DfE Sponsor	YES	NO	EBS ABW S/Drive EBS ABW	100,000+	NO	N/A	Specified staff	Electronic	year + 6 years Current financial year + 6 years	credentials Staff login credentials	NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the data subject	Moderate s e	Confidential
			Student ABW Interface receipt output ABW Statement & Reminder DCA	Name Address Phone number Email Next of kin address Course name / code Course fee Name Student ID Address Name Student ID Address	Student Sponsor Student Sponsor Student Sponsor	SRC	N/A N/A	Intersect (host) Intersect (host)	6.1E Performance of a public task 6.1E Performance of a public task 6.1E Performance of a public task	Debt Collection Agency Debt Collection Agency	YES	NO NO	S/Drive EBS ABW ABW S/Drive	20,000	NO NO	N/A N/A	Specified staff Specified staff Specified staff	Electronic Hardcopy Electronic Hardcopy	Current financial year + 6 years Current financial year + 6 years Current financial year + 6 years	Staff login credentials Staff login credentials Secure storage within restricted access Staff login credentials Secure storage	NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the data subject NO Loss of reputation Harms to the right and freedoms of the	Moderate Moderate Moderate	Confidential Confidential Confidential
			Customer invoices	Address Name Student ID Course details Business name Business Address Individual being invoiced	Student Sponsor Customer	SRC	N/A	Intersect (host) Intersect (host)	6.1E Performance of a public task 6.1E Performance of a public task	Debt Collection Agency Debt Collection Agency Debt Collection Agency	NO NO	YES	ABW S/Drive	<3000	NO NO	N/A	Specified staff Specified staff	Electronic Hardcopy Electronic Hardcopy	current financial year + 6 years Current financial year + 6 years Current financial year + 6 years			Moderate Moderate Moderate	Confidential Confidential
Function Legislation Ref: Asset ID GC00X	Functionality Governance & Corporate	Class / Activity Departmental Function Governing Body		Art 30.1.c/30.2.b Categories of personal data Name Organisation	Cord Of I Art 30.1c/30.2b Categories of data subject Governing Body members SMT	Art 30.1.a			Data) Art 30.1.b / Art 6 Purpose / lawful basis for this data 'processing' 6.1E Performance of a Public Task	Art 30.1.d Who is this information shared with? Eg. 3rd parties Public	Is there a data sharing agreement /contract in place?	Art 30.1.e / 30.2.c Is this data transferred to another country / international organisation?	Location of data Sharepoint Secure physical	Volume of data held	Art 9 Does this contain 'special category' data? NO	Art 9 Purpose / lawful basis for processing special category data N/A	Who has access to this data ie category of staff? CEO Governing	Art 30.3 Format of the data Electronic Hardcopy	Art 30.1.f Retention period End of Governor's Terms + 6 years	Art.30.1g/30.2.d Description of technical and security measures Staff login credentials	If applicable, is there an up to date DPIA in place? NO None	Risk rating Minimal	Security classification
			interest forms			SRC	Department for Economy None	None		Public Department for Economy None	NO NO N/A	NO NO N/A		<200	YES NO	9.2A Explicit consent 9.2B: Employment, social security and social protection N/A					NO None NO Risk to rights and freedoms of the data subject Possible ICO sanction Loss of reputation NO None	Minimal Moderate Minimal	Public Confidential Confidential
		Governing Body/Sub Committee	Signed ICT acceptable use Signed induction confirmation Minutes and Papers	Name Name	Governing Body members Governing Body members Staff Stakeholders	SRC	None None N/A	None None N/A	6.1E Performance of a Public Task 6.1E Performance of a Public Task 6.1C Legal Obligation 6.1E Performance	None None Public Department For Economy	N/A	N/A N/A	Electronic Electronic S/Drive Sharepoint Hardcopy	<30 <30 Minutes - 500+ Papers - 20,000+	NO NO NO	N/A N/A	Governing Body Chairperson CEO Governing Body secretary Governing Body Chairperson CEO Governing Body secretary Governing Body secretary Governing Body secretary Governing Body Chairperson Public	Electronic Electronic Electronic Hardcopy	End of Governor's Terms + 6 years End of Governor's Terms + 6 years Permanent	Staff login credentials Staff login credentials Staff login credentials Staff login credentials	NO None NO None N/A Public - None Confidential - Organisational ris	Minimal Minimal Moderate	Confidential Confidential Public Confidential
		Directorate Minutes and Papers (Executive Minutes) Directorate Correspondence	>	Employer Name Employer Name Address Nature of correspondence Email Role	Stakeholders Stakeholders Stakeholders		None N/A	N/A N/A None	Obligation		N/A N/A No	N/A N/A		Papers - 20,000+ 30,000+ <200	NO Yes	N/A 9.2A Explicit consent 9.2B: Employment, social security and social protection N/A	Senior Management Team Executive team CEO PA CEO Office	Electronic Electronic	Record subject to on-going update and review Current academic year + 5 years Current academic			Minimal d Severe	Confidential Confidential Confidential
		Identification, quantification and assessment of risks (Corporate Risk Register) Business Recovery Plans (Development and testing of disaster prevention, response and recovery plans / Contingency Plans / Disaster Plans / Emergency Exercise Planning documentation Whistleblowing	> > Whistleblowing register	Name Telephone	Staff Staff student	SRC	No N/A N/A	N/A	of a Public Task 6.1E Performance of a Public Task 6.1C Legal Obligation	Department for Economy Northern Ireland Audit Office N/A Department for Economy PSNI	No N/A Yes-contract	N/A N/A	S/Drive Sharepoint Sharepoint S/Drive Secure physical storage	100+	NO NO Yes	N/A N/A 9.2B: Employment,	Executive team Governing Body SMT Director of Client Services' PA Specified staff	Electronic Hardcopy Electronic Hardcopy	Record subject to on-going update and review End of investigation /	Staff login credentials Secure storage within restricted access Staff login credentials Secure storage within restricted access Staff login credentials	freedoms of data subject Lo of reputation N/A Organisational Ris N/A Risk to rights and freedoms of	SS	Confidential Confidential Confidential
		Hardcopy diaries / notebooks Equality	>> S75 Equality monitoring forms (staff)	whistleblower Identity of staff involved Nature of disclosure Name Nature of discussion Name DOB Gender Religion		SRC	N/A N/A	N/A N/A	6.1E Performance of a Public Task 6.1E Performance of a Public Task 6.1A Consent 6.1E Performance of a Public Task		N/A N/A	N/A N/A	CEO secure storage	<100 UPTO 6000	Yes	Employment, social security and social protection 9.2B: Employment, social security and social protection 9.2B: Employment, social security and social protection	CEO Office Specified staff	Hardcopy			and freedoms of the data subject Possible ICO sanction Loss of reputation Corporate Risk N/A Harms to rights an freedoms of the data subject N/A Risk to rights and freedoms of the data subject Possible ICO		Confidential Confidential
			S75 Complaints and investigations	Religion Background Ethnicity Disability Sexual orientation Marital status Name DOB Gender Religion Background Ethnicity Disability Sexual orientation Marital status	Staff		N/A		of a Public Task 6.1A Consent 6.1E Performance of a Public Task	ICO	N/A	N/A	S/Drive	<20	Yes		Specified staff	Electronic	Retain for current academic year + 5 years	Staff login credentials		Severe	Confidential
Functio Legislation Ref: Asset ID HROOX	Functionality Human Resources	Class / Activity Departmental Function	Record Type Client Information Application forms /	Art 30.1.c/30.2.b Categories of personal data	Art 30.1.c / 30.2.b Categories of data subject	Art 30.1.a Who is the data controller?			Art 30.1.b/Art 6 Purpose/lawful basis for this data 'processing'	Art 30.1.d Who is this information shared with? Eg. 3rd parties None	Is there a data sharing agreement / contract in place?	Art 30.1.e / 30.2.c Is this data transferred to another country / international organisation?	Location of data Q/Drive	Volume of data held	Art 9 Does this contain 'special category' data? Yes	Art 9 Purpose / lawful basis for processing special category data	Who has access to this data ie category of staff? Specified HR staff	Art 30.3 Format of the data Electronic	Full of Vacancy +	Art.30.1.g / 30.2.d Description of technical and security measures Staff login	NO Harms to rights ar		Security classification Confidential
		Access NI disclosure	interview notes / files relating to recruitment activity (successful applicants only) Application forms / interview notes / files relating to recruitment activity (unsuccessful applicants only)		Referee Staff Referee Successful applicant		N/A	N/A	6.1C - Legal obligation 6.1C - Legal obligation	None N/A	N/A	N/A	Q/Drive Secure storage within restricted access HRD	<3000 up to 10	Yes	Employment, social security and social protection 9.2B: Employment, social security and social protection 9.2B: Employment, social security and social protection	Specified HR staff Specified HR staff	Electronic Hardcopy	Appointment to the post + 1 year Recruitment decision + 3 months	credentials Restricted access in locked storage Staff login credentials Restricted access in locked storage Restricted access to storage	NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible	d Severe	Confidential Confidential
		Staff records	Appraising the performance of individual members of staff (annual performance appraisal reports)	Name Contact details Bank details Medical details References Staff name Training need	Staff Staff		none N/A	N/A	6.1B - Performance of a contract 6.1B - Performance of a contract	N/A	N/A	N/A	Q/Drive Secure storage within restricted access HRD	UP TO 2000	Yes N/A	and social protection 9.2B: Employment, social security and social protection	Specified HRD staff Specified HR staff	Electronic Hardcopy	Termination of employment + 6 years (unless Health & Safety issue highlighted, see Medical Reports below) Termination of employment + 6 years (unless Health & Safety issue highlighted,	Staff login credentials Restricted access in locked storage Staff login credentials	NO Harms to rights and freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights and freedoms of data subject Loss of reputation	d Severe Moderate	Confidential Confidential
			Probation reports Staff development	Contact details Bank details Medical details References	Staff Staff		N/A	N/A	6.1B - Performance of a contract 6.1B - Performance of a contract	N/A	N/A	N/A	Q/Drive Secure storage within restricted access HRD	up to 3000	Yes	9.2B: Employment, social security and social protection 9.2B: Employment, social security and social		Electronic	see Medical Reports below) Termination of employment + 6 years (unless Health & Safety issue highlighted, see Medical Reports below) Termination of employment + 6 years (unless Health & Safety	Staff login credentials Restricted access in locked storage Staff login credentials Restricted access in locked storage	NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC	d Severe	Confidential Confidential
		Staff payment records	Information relating to redundancies Making payroll payments (PER RECORD)	Employee ID Age Salary Duration of service Name Employee ID	Staff Staff	SRC	N/A N/A	BMC BMC	6.1C - Legal obligation 6.1B - Performance of a contract	BMC BMC	YES	N/A N/A	Q/Drive JANE system Q/Drive JANE system	up to 1000 up to 1000 50,000 +	N/A Yes	Protection N/A 9.2B: Employment, social security and social protection 9.2B:	Specified HR staff	Electronic Electronic	issue highlighted, see Medical Reports below) Termination of employment + 6 years Termination of employment + 6 years	Staff login credentials Staff login credentials Staff login	NO Harms to rights ar freedoms of data subject NO Harms to rights ar freedoms of data subject NO Harms to rights ar freedom of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar	d Moderate d Severe	Confidential Confidential Confidential
			Payroll calculation records including: Overtime, additional hours and honouraries, Wages + salary records Claims for salary payment Statutory returns + notices (PdA, P60, P11d, P45, P11, P35) BACS submission report	Employee ID Name Employee ID	Staff	SRC	N/A	BMC	Performance of a contract 6.1B - Performance of a contract 6.1B - 6.1B -	BMC	YES	N/A	JANE system Q/Drive JANE system	50,000+	Yes	Employment, social security and social protection 9.2B: Employment, social security and social protection 9.2B:	·	Electronic	employment + 6 years Termination of employment + 6 years	credentials Staff login credentials	freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation	d Severe	Confidential
			Statutory maternity pay records and calculations Statutory sick pay records and calculations	Employee ID Name Employee ID	Staff Staff	SRC	N/A N/A	BMC BMC	6.1B - Performance of a contract 6.1B - Performance of a contract	BMC BMC	YES	N/A	JANE system Q/Drive JANE system Q/Drive JANE system	up to 500	Yes	Employment, social security and social protection 9.2B: Employment, social security and social protection 9.2B: Employment, social security and social protection	Specified HR staff	Electronic	remination of employment + 6 years Termination of employment + 6 years Termination of employment + 6 years	Staff login credentials Staff login credentials Staff login credentials	freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC	d Severe	Confidential Confidential
		Medical records Dispute resolution	Shared parental leave records and calculations (including unpaid leave) Health records Files relating to disciplinary, grievance and	Employee ID Name Contact details Employee ID	Staff Staff Staff	SRC	N/A Occupational health OHRD Legal representatives	BMC N/A N/A	6.1B - Performance of a contract 6.1C - Legal obligation 6.1C - Legal obligation	BMC OHRD NILGOSC Pension providers Legal representatives	YES Yes Yes	N/A N/A NO	Q/Drive JANE system Q/Drive	Up to 1000 Up to 1000 <100	Yes Yes	protection 9.2B: Employment, social security and social protection 9.2B: Employment, social security and social protection 9.2F: Legal Claims	Specified HR staff Specified HRD staff Specified staff	Electronic Electronic Electronic Hardcopy	Termination of employment + 6 years Termination of employment + 6 years Termination of employment + 6 years	Staff login credentials Staff login credentials Staff login credentials	NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data freedoms of data	d Severe d Severe	Confidential Confidential Confidential
Function Legislation Ref:	onality Ar	rea: ICT Reco	Industrial tribunal papers ord Of Data Record Type	Contact details Description of complaint	Staff (Person Art 30.1c/30.2b Categories of data	nal Data)	Legal representatives Art 30.1a Who is the joint	N/A Article 30.2.a Who is the data	6.1C - Legal obligation Art 30.1.b / Art 6	Legal representatives Insurers Art 30.1.d	Yes Is there a	NO Art 30.1.e / 30.2.c	Q/Drive	<100 Volume of data	Yes Art 9 Does this contain	9.2F: Legal Claims Art 9 Purpose /	Specified staff Who has access	Electronic Hardcopy Art 30.3	End of tribunal case + 6 years Art 30.1.f	Restricted storage Staff login credentials Restricted storage Art.30.1g/30.2.d	subject Possible sanction from ICC Loss of reputation NO Harms to rights ar freedoms of data subject Possible sanction from ICC Loss of reputation If applicable, is Risk / Impact of a	d Severe	Confidential
ICT00X	ICT	Departmental Function Web filtering / firewall logs Operation of data back-up logs and archiving routines Active directory accounts / VLE accounts for staff	Client Information > >	Login activity Login activity	Student Staff Student Staff Student	controller? SRC SRC	controller? (if applicable) N/A N/A N/A	processor? (if applicable) Palo-alto Office 365 Carvas	basis for this data 'processing' 6.1E Performance of a public task 6.1E Performance of a public task 6.1E Performance of a public task	information shared with? Eg. 3rd parties Processor Processor	data sharing agreement / contract in place? YES YES	transferred to another country / international organisation? YES YES	Hosted servers Internal servers Hosted servers Internal servers Hosted servers Internal servers	1 <10 14,000	'special category' data? NO NO NO	lawful basis for processing special category data N/A N/A N/A	to this data ie category of staff? Specific IT staff Specific IT staff Specific IT staff End user	Electronic Electronic	Creation date + 1 year Record subject to on-going update and review Duration of employment or	technical and security measures Staff login credentials Staff login credentials User account MFA	there an up to date DPIA in place? NO Loss of reputation NO Loss of reputation YES Compromised College Security	Moderate	Confidential Confidential Confidential
		Exchange mailboxes Staff and student home drive data	>	All personal data held by the end user in their email account All personal data held by the end user in their email account	Staff Student Staff Student		N/A	Office 365 Office 366	6.1E Performance of a public task 6.1E Performance of a public task	Dependent on nature of data communication and actions of end user	NO NO	NO NO	Hosted servers Internal servers Hosted servers Internal servers	14,000	YES	9.2B: Employment, social security and social protection 9.2B: Employment, social security and social protection	Specific IT staff End user Specific IT staff End user	Electronic	Study + 6 months Duration of employment or study + 6 months Staff - duration of employment + 6 months Students - duration of study + no longer than 6	IT Security measures User account MFA IT Security measures User account MFA IT Security measures	Possible ICO sanction Loss of reputation YES Compromised College Security Possible ICO sanction Loss of reputation YES Compromised College Security Possible ICO sanction Loss of reputation Loss of reputation	Severe	Confidential Confidential
Function Legislation Ref: Asset ID	Functionality Insurance	Class / Activity Departmental Function Insurance documentation	Record Type Client information	Art 30.1.c/30.2.b Categories of personal data	Art 30.1.c/30.2.b Categories of data subject	Art 30.1.a	Data) Art 30.1.a Who is the joint controller? (if applicable) Marsh	Article 30.2.a Who is the data processor? (if applicable)	Art 30.1.b / Art 6 Purpose / lawful basis for this data 'processing' 6.1C Legal	Art 30.1.d Who is this information shared with? Eg. 3rd parties Broker	Is there a data sharing agreement / contract in place?	Art 30.1.e / 30.2.c Is this data transferred to another country / international organisation?	Location of data J/ Drive	Volume of data held	Art 9 Does this contain 'special category' data? YES	Art 9 Purpose / lawful basis for processing special category data 9.2F: Legal claims	Who has access to this data ie category of staff? Specified EST staff	Art 30.3 Format of the data Electronic	Creation date +	Art.30.1g/30.2.d Description of technical and security measures Login credentials	If applicable, is there an up to date DPIA in place? NO Loss of reputation		Security classification
		Insurance broker payments (Excess payments) Claims history	> Files + Correspondence	Contact details Details of solicitor Address Name Address Date of birth National Insurance Number Claims history Nature of injury	Student Public Claimant Claimant Involved parties	SRC SRC	Solicitor Marsh (broker)	NA N/A	Obligation 6.1C Legal Obligation 6.1C Legal Obligation	Solicitor Broker	NO Yes - Contract	NO NO	S/Drive Secure storage J/ Drive S/Drive Secure storage J/Drive S/Drive Secure storage	<20	NO Yes	N/A 9.2F: Legal claims	Specified EST staff Specified EST staff	Electronic Electronic Hardcopy	Creation date + 6years Creation date + 10 years	Secure storage within restricted access Login credentials Login credentials Secure storage within restricted access	Harms to rights and freedoms of the data subject Possible ICO sanction NO Loss of reputation NO Loss of reputation Possible ICO sanction Harms to rights ar freedoms of the data subject	Severe	Confidential Confidential
Legislation Ref:		Records documenting all student placement data including name, address, contact details, DOB, next of kin details, health data, placement job description, company details and all insurance details. (Claims submitted only)		Art 30.1.c / 30.2.b	ocessing (6.1C Legal Obligation	Marsh	Yes - contract	NO	J/Drive S/Drive	<200	NO	N/A	Specified EST staff	Electronic	Current academic + 6 years	Login credentials	NO Loss of reputation	Moderate	Confidential
Asset ID MKT00X	Functionality Marketing	Class / Activity Departmental Function External links	Record Type Client Information	Categories of personal data	Categories of data subject		Art 30.1.a Who is the joint controller? (if	Who is the data processor? (if	Art 30.1.b / Art 6 Purpose / lawful basis for this data	Art 30.1.d Who is this information	Is there a data sharing	Art 30.1.e / 30.2.c	Location of data	Volume of data held	Art 9 Does this contain 'special category'	Art 9 Purpose / lawful basis	Who has access to this data ie	Art 30.3 Format of the data	Art 30.1.f Retention period	Art.30.1.g / 30.2.d Description of technical and	If applicable, is Risk / Impact of a there an up to date	Risk rating	Security classification
			Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or events for the public): Organsation and			Who is the data controller?	Who is the joint	Who is the data	Purpose / lawful	Who is this		30.2.c Is this data	Location of data U/Drive U/Drive		Does this contain	Purpose /				Description of		Minimal	Confidential Confidential
		Promotional Information	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or events for the public):	Name Email Phone Number Name Email Phone Number Name Email Phone Number	Applicants details Student details Members of public Potential	Who is the data controller? SRC SRC	Who is the joint controller? (if applicable)	Who is the data processor? (if applicable) N/A N/A N/A	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E - Performance of a	Who is this information shared with? Eg. 3rd parties	data sharing agreement /contract in place?	30.2.c Is this data transferred to another country / international organisation?	U/Drive	held 300	Does this contain 'special category' data?	Purpose / lawful basis for processing special category data	to this data ie category of staff? Specified Staff	Format of the data	Retention period Current academic year Current academic	Description of technical and security measures Staff login credentials Staff login	there an up to date DPIA in place? VES Loss of reputation	Minimal Minimal	
		Promotional Information	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or events for the public): Organsation and administration. Risk management and assessment. Stakeholder Communication	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Image Name Course Age Previous School	Applicants details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Students Alumni Existing Students Alumni Prospective students	Who is the data controller? SRC SRC SRC SRC	Who is the joint controller? (if applicable) N/A N/A	Who is the data processor? (if applicable) N/A N/A N/A N/A Contracted PR company Department for Economy	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E - Performance of a public task 6.1E - Performance of a public task	Who is this information shared with? Eg. 3rd parties N/A N/A	data sharing agreement / contract in place? NO N/A	30.2.c Is this data transferred to another country / international organisation? NO NO	U/Drive U/Drive U/Drive	300 500 1000	Does this contain 'special category' data? NO NO	Purpose / lawful basis for processing special category data N/A N/A	to this data ie category of staff? Specified Staff Specified Staff Specified Staff	Format of the data Electronic Electronic Electronic	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Record subject to ongoing update	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials	there an up to date DPIA in place? VES Loss of reputation N/A Loss of reputation N/A Loss of reputation	Minimal Minimal Minimal Minimal Minimal	Confidential Confidential
		Promotional Information Alumni	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Previous School Name Age Hometown Previous School Course Age Name Course Age Name Age Name Age Name Address	Applicants details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Students Existing Students Alumni Students Alumni Students Alumni Frospective	Who is the data controller? SRC SRC SRC SRC SRC SRC SRC SR	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A	Who is the data processor? (if applicable) N/A N/A N/A N/A Contracted PR company Department for Economy N/A	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E - Legitimate Interest 6.1E Performance of a Public Task 6.1E Performance of a Public Task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders Media Outlets All stakeholders Contracted print	data sharing agreement / contract in place? NO N/A NO N/A NO N/A	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO	U/Drive U/Drive U/Drive U/Drive U/Drive U/Drive College website U/Drive U/Drive U/Drive U/Drive U/Drive U/Drive U/Drive U/Drive Communication Digital screens U/Drive College website	1000 1 per annum 1 per annum	NO NO NO NO N/A N/A	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A	to this data ie category of staff? Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders	Electronic Electronic Electronic Electronic Electronic Electronic Hardcopy Electronic Hard copy	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? YES Loss of reputation N/A Loss of reputation N/A None N/A None N/A None	Minimal Minimal Minimal Minimal Minimal Minimal Minimal Minimal Minimal	Confidential Confidential Public Public
			Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter Direct marketing Media coverage / queries Press releases / media briefings	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Name Course Age Previous School Name Image Course Age Name Course Name Course Age Name Course Name Age Name Contact details	Applicants details Student details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Students Alumni Staff Existing Students Alumni Herbie Students Alumni Community groups Libraries Media outlets Existing Students Alumni Current Prospective students Applicants Media outlet staff Current Previous students	Who is the data controller? SRC SRC SRC SRC SRC SRC SRC SR	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A None N/A None	Who is the data processor? (if applicable) N/A N/A N/A N/A N/A N/A N/A N/	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E Performance of public task 6.1E Performance of public task 6.1E Performance of public task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders Media Outlets Contracted print company N/A Media outlets	NO	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO N	U/Drive	1000 1 per annum 2000 1 per annum 3500 <50 300	NO	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A N/A N/A N/	to this data ie category of staff? Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders Specified Staff Specified Staff Specified Staff Specified Staff	Electronic Electronic Hard copy Electronic Electronic Helectronic Hard copy Electronic Hard copy Electronic Hard copy	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent Permanent Permanent Permanent Permanent	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? YES Loss of reputation N/A Loss of reputation N/A None N/A None N/A None NO Loss of reputation NO None	Minimal	Confidential Confidential Confidential Public Public Open (to all staff) Public Public
Functio Legislation Ref:	onality Ar		Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter Direct marketing Media coverage / queries Press releases / media briefings Database Statistical information Communications Events Testimonies	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Name Address Name Address Name Address Name Age Hometown Previous School Course Name Cotact details Current Employment Previous Course Name Contact details Current Employment Previous Course Name Age Hometown Course Name Age Hometown Course Name Role Personal interest	Applicants details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Students Alumni Existing Students Alumni Community and the students Alumni Current Prospective students Applicants Media outlet staff Current Previous Students Previous Students Previous Students Previous Students Students Previous Students Previous Students	SRC	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A None None None None None None None	Who is the data processor? (if applicable) N/A N/A N/A N/A N/A N/A N/A N/	Purpose / lawful basis for this data processing 6.1E - Performance of a public task 6.1E Performance of a public Task 6.1E Performance of a Public Task 6.1E Performance of Public Task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders Media Outlets Contracted print company N/A Media outlets N/A N/A N/A	NO	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO N	U/Drive	1000 1000 1000 1000 1000 1000 1000 100	NO N	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A N/A N/A N/	to this data ie category of staff? Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders Specified Staff	Electronic Hard copy Electronic Electronic Electronic Hard copy Electronic Electronic Electronic Electronic Electronic Electronic Electronic Electronic	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Current year + 6 Art 30.1.f	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? YES Loss of reputation N/A Loss of reputation N/A None N/A None N/A None NO Loss of reputation NO None N/A None N/A Loss of reputation NO Loss of reputation	Minimal	Confidential Confidential Public Public Open (to all staff) Public Confidential Confidential Confidential
Legislation Ref:		Alumni Student profiles Staff Communications Cea: MIS Reco	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter Direct marketing Media coverage / queries Press releases / media briefings Database Statistical information Communications Events Testimonies	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Name Address Name Address Name Address Name Age Hometown Previous School Course Name Course Age Name Age Hometown Previous Course Name Contact details Current Employment Previous Course Name Rome Contact details Current Employment Previous Course Name Age Hometown Course Name Age Hometown Course Name Role Personal interest	Applicants details Student details Student details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Students Alumni Staff Existing Students Alumni Staff Current Prospective students Applicants Media outlet staff Current Previous Students Previous Students Previous Students Previous Students Students Previous Students Previous Students Current Previous Students Previous Students Current Previous Students Current Previous Students	Who is the data controller? SRC SRC SRC SRC SRC SRC SRC SR	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A None None None None None None None None None	Who is the data processor? (if applicable) N/A N/A N/A N/A N/A N/A N/A N/	Purpose / lawful basis for this data processing 6.1E - Performance of a public task 6.1E Performance of a Public Task 6.1E Performance of a Public Task 6.1E Performance of Public Task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders Contracted print company N/A Media Outlets N/A N/A N/A N/A N/A N/A N/A All staff	data sharing agreement / Contract in place? NO N/A NO NO NO NO NO NO NO NO NO N	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO N	U/Drive	held 300 500 1000 1per annum 2000 1per annum 2000 2000 2000 2000 2000 12	Does this contain 'special category' data? NO NO NO NO NO NO NO NO NO N	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A N/A N/A N/	to this data ie category of staff? Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders Specified Staff All staff Specified Staff Specified Staff Specified Staff All staff	Format of the data Electronic Electronic Electronic Hard copy Electronic	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Current year + 6 Art 30.1.f	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? VES Loss of reputation N/A Loss of reputation N/A Loss of reputation N/A None N/A None NO Loss of reputation NO None N/A N/A N/A Loss of reputation N/A Loss of reputation NO Loss of reputation NO None N/A Loss of reputation	Minimal	Confidential Public Public Public Open (to all staff) Public Confidential Confidential Confidential Confidential Public Open
Legislation Ref: Asset ID	Functionality	Alumni Student profiles Staff Communications ea: MIS Reco Class / Activity Department function Timetables Enrolment records (full time and part time) including	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter Direct marketing Media coverage / queries Press releases / media briefings Database Statistical information Communications Events Testimonies > ord Of Data	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Name Address Name Address Name Address Name Course Age Name Address Name Address Name Address Name Course Age Name Age Hometown Previous School Course Name Contact details Current Employment Previous Course Name Age Hometown Course Name Age Hometown Course Name Staff name Staff ID Staff name Staff ID Staff name Staff ID Staff name Staff ID	Applicants details Student details Student details Student details Student details Student of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Staff Existing Students Alumni Staff Current Prospective students Applicants Media outlet staff Current Previous Students Previous Students Previous Students Students Previous Students Previous Students	Who is the data controller? SRC SRC SRC SRC SRC SRC SRC SR	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A N/A None	Who is the data processor? (if applicable) N/A N/A N/A N/A N/A N/A N/A N/	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E Performance of a Public Task 6.1E Performance of Public Task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders All stakeholders Contracted print company N/A Media outlets N/A N/A N/A N/A N/A N/A N/A N/	data sharing agreement / contract in place? NO N/A NO N/A NO NO NO NO NO NO NO NO NO N	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO N	U/Drive	held 300 300 500 1000 1per annum 2000 1per annum 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000	Does this contain 'special category' data? NO NO NO NO NO NO NO NO NO N	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A N/A N/A N/	to this data ie category of staff? Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders Specified Staff All staff Specified Staff Specified Staff Specified Staff Misstaff All staff All staff All staff All staff All staff Specified Staff	Format of the data Electronic Electronic Electronic Hard copy Electronic	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Current year + 6 Art 30.1.f Retention period Current academic year +2 Current academic	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? VES Loss of reputation N/A Loss of reputation N/A Loss of reputation N/A None N/A None N/A None NO Loss of reputation NO None N/A Loss of reputation	Minimal	Confidential Public Public Public Open (to all staff) Public Confidential Confidential Confidential Confidential Public Public Public Public
Legislation Ref: Asset ID	Functionality	Alumni Student profiles Staff Communications ea: MIS Reco Class / Activity Department function Timetables Enrolment records (full time and part time) including authorisation to changes of student details Registers (hard copy or	Applicant details from online enquiries FT and PT (including email and mobile number) Local community events Promotional events or the public): Organsation and administration. Risk management and assessment. Stakeholder Communication College prospectus Photography / films / videos / footage College newsletter Direct marketing Media coverage / queries Press releases / media briefings Database Statistical information Communications Events Testimonies > Authorised course amendment documentation	Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Email Phone Number Name Image Course Age Previous School Name Image Course Age Name Address Name Address Name Address Name Course Age Name Address Name Address Name Address Name Course Age Name Age Hometown Previous School Course Name Contact details Current Employment Previous Course Name Age Hometown Course Name Age Hometown Course Name Staff name Staff ID Staff name Staff ID Staff name Staff ID Staff name Staff ID	subject Applicants details Student details Student details Student details Members of public Potential students School Dept for economy Media outlets Youth organisations Community groups Libraries Media outlets Existing Students Alumni Students Alumni Students Alumni Prospective students Applicants Media outlet staff Current Previous Students Previous Students Previous Students Student	Who is the data controller? SRC SRC SRC SRC SRC SRC SRC SR	Who is the joint controller? (if applicable) N/A N/A N/A N/A N/A N/A N/A None Non	Who is the data processor? (if applicable) N/A N/A N/A N/A N/A N/A N/A N/	Purpose / lawful basis for this data 'processing' 6.1E - Performance of a public task 6.1E Performance of a Public Task 6.1E Performance of a Public Task 6.1E Performance of Public Task	Who is this information shared with? Eg. 3rd parties N/A N/A N/A All stakeholders Media Outlets All stakeholders Contracted print company N/A N/A N/A N/A N/A N/A N/A N/	data sharing agreement / contract in place? NO N/A NO NO NO NO NO NO NO NO NO N	SO.2.c Is this data transferred to another country / international organisation? NO NO NO NO NO NO NO NO NO N	U/Drive	held 300 300 500 1000 1per annum 2000 1per annum 3500 <50 300 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000 2000	Does this contain 'special category' data? NO NO NO NO NO NO NO NO NO N	Purpose / lawful basis for processing special category data N/A N/A N/A N/A N/A N/A N/A N/	to this data ie category of staff? Specified Staff Specified Staff Specified Staff Specified Staff All stakeholders All stakeholders Specified Staff Curiculum staff Curriculum staff Curriculum staff Campus Services Faulty Admin MIS staff Curriculum staff Carpus Services Faulty Admin	Format of the data Electronic Electronic Electronic Hard copy Electronic Hard copy Electronic	Retention period Current academic year Current academic year +1 Current academic year +1 Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Current academic year +6 Art 30.1.f Retention period Current academic year +7 Current academic year +7 Current academic year +7	Description of technical and security measures Staff login credentials Staff login credentials Staff login credentials N/A Staff login credentials N/A Staff login credentials	there an up to date DPIA in place? VES Loss of reputation N/A Loss of reputation N/A Loss of reputation N/A Loss of reputation N/A None N/A None N/A None NO Loss of reputation NO None N/A Loss of reputation NO Loss of reputation NA Loss of reputation	Minimal	Confidential Confidential Public Public Public Open (to all staff) Public Confidential Confidential Confidential Confidential Confidential Confidential Confidential Confidential Confidential
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