CTCIC Information Asset Register
Data Controller: Connected Together CIC   Accountable Officer: Kate Holt
Data Protection Officer: Natasha Manusukhani

Asset Number	Asset Title	Asset Description	Purpose	Location/ system or place of storage	Lead Officer	Data Processor if applicable	Protective Marking	Protection Rating	Vital record	Other Security Measures if applicable	Personal Data	Lawful Basis for Processing Personal Data (Article 6)	Special Category Personal Data	Lawful Basis for Processing Special Category Data (Article 9)	Data Subject Categories	Personal Data Categories	Retention	Retention Notes	In public domain	Intended or Likely Recipients	Notes
1	Enter & View Representatives	Details of authorised representatives	Legal compliance, transparency & good management	Website	TAJ,NM		No	2	No		PI	1.a & 1.c			Volunteer	Names	Duration of Volunteering as E&V rep		Yes	Public	
2	Enter & View Reports	Snapshot of a service or organisation's fitness for purpose, which may contain anonymous feedback from users	Publish findings of E&V visits	Website	TAJ,NM		No	1	No		No	1.e			Patients and service users & service providers	Insight/feedback	Permanently		Yes	Service Providers, CQC, Local Authority, CCGs	Data is anonymised & low risk of identification
3	Volunteer List	Contact list for all current volunteers of HWR and HWNW	Communicating with volunteers	HWR-O365 Onedrive. HWNW-Server backed up on Dropbox Plus	TAJ,KH		No	4	Yes	HWR and HWNW staff access only	CPI	1.a		2.a & 2d	Volunteer	Contact details	Duration of Volunteering	See retention schedule	No	Staff	
4	Volunteer records	Volunteer references, training records, signed volunteering agreements & photography consents	Managing volunteers	Locked office- HWR. HWNW server and backed up on dropbox	TAJ,KH		No	4	No		CPI	1.a & 1.b	Ethnicity, Religion, Health, Sexual Orientation		Volunteer	Volunteer data	Duration of Volunteering	See retention schedule	No	Staff	
5	DBS & Safeguarding Database	List of DBS certificate numbers, date of last certificate, and date of Safeguarding training	Managing volunteers & staff	HWR-O365 Onedrive and locked cabinet in locked office for access for volunteer lead.HWNW Server backed up on Dropbox Plus	TAJ,KH		No	5	No	HWR and HWNW staff access only	CPI	1.a & 1.d		2.c	Volunteer	Safeguarding	Duration of Volunteering	See retention schedule	No	Staff	
6	Declarations of Interest	Forms containing personal and close family interests to ensure no conflicts or impropriety are perceived to arise	Safeguard the business from conflicts of interest	HWR-O365 Onedrive and locked cabinet in locked office.HWNW Server backed up on Dropbox Plus	TAJ,NM		No	4	No	HWR and HWNW staff access only	CPI	1.e			Volunteer & Employee	Names & job-related, pecuniary & familial interests	6 years	See retention schedule	No	Contract holder, Staff	
7	Newsletter Distribution List	Names, email addresses & 'phone numbers of members of the public who have requested that we keep them informed about H&SC in Rutland	Communication by email with subscribed members of the public	HWR-O365 Mailchimp and Onedrive.HWNW MailChimp	TAJ,NM		No	2	No	HWR and HWNW staff access only	PI	1.a & 1.e			Stakeholder	Contact details	Until unsubscribes		No	Stakeholders	

#	Item	Data	Purpose	Storage / Location						Access	Basis	Ref	Special Category	Ref2	Data Subject	Type	Retention		Shared	Shared With
8	Distribution lists for events, meetings, professional colleagues etc	Names, email addresses, 'phone numbers	Communication & follow-up, and facilitation of communication between, facilitation	HWR-O365 Onedrive and locked cabinet in locked office. HWNW Staff Outlook email application - requires password and Secure online database. Each user has own password. Only staff have access.	TAJ,NM		No	2	No	HWR and HWNW staff access only	PI	1.a			Participant	Contact details	2 years		No	Staff
9	Private meeting minutes & papers	Documents containing names & job roles	Recording discussions & actions	HWR-O365 Onedrive.HWNW Minutes of public parts of meetings on website. Staff computer server.	TAJ,NM		No	2	No	HWR and HWNW staff access only	PI	1.e			Participant	Minutes	Duration of HWR and HWNW contract		No	Staff, stakeholders & participants
10	Public meeting minutes & papers	Documents containing names & job roles	Recording discussions & actions for public accountability	Website	TAJ,NM		No	2	No		PI	1.e			Participant	Minutes	Duration of HWR and HWNW contract		Yes	Public
11. 1	Public Experience - Client Contact Log	Names, email addresses & 'phone numbers & case descriptions of members of the public who have called or visited for signposting help	Collect experience data to monitor issues & trends & provide anonymised reports to HWF	HWR-O365 Onedrive.HWNW Locked filing cabinet.	TAJ,NM		No	5	No	HWR and HWNW staff access only		1.a			Public	Insight/feedback	Duration of HWR and HWNW contract		No	Staff
11.2	Public Experience - Engagement / Feedback Notes	Names, email addresses, 'phone numbers & experience notes of members of the public who have given feedback or asked for signposting help at events	Collect & record issues & contact details for public asking for info or signposting help	HWR-O365 Onedrive and locked cabinet in locked office.HWNW Locked Filing Cabinet	TAJ,NM		No	5	No	HWR and HWNW staff access only	CPI	1.a			Public	Insight/feedback	2 years		No	Staff
11.3	Public Experience - Interview Notes	Notes of interviews	To collect experience data to inform task reports	HWR-O365 Onedrive, Survey Monkey and locked cabinet in office.HWNW Locked filing cabinet	TAJ,NM		No	5	No	HWR and HWNW staff access only	CPI	1.a	Health	2.a & 2.d	Participant	Insight/feedback	2 years		No	Staff
11.4	Public Experience - Survey Responses	Records generated by public response to hardcopy and online Surveys	Collect, monitor & publicise feedback	HWR-O365 Onedrive, Survey Monkey and locked cabinet in office.HWNW Survey Monkey and downSurvey Monkey and downloaded data on staff computer server (password protected)	TAJ,NM	Survey Monkey	No	5	No	HWR and HWNW staff access only	CPI	1.a	Ethnicity, Religion, Health, Sexual Orientation	2.a & 2.d	Participant	Insight/feedback	2 years after report published		No	Staff, commissioners

Ref	Asset	Description	Purpose	Location/Format	Owner					Access	Class	Ref2		Ref3	Data subject	Data type	Retention	Reason	Pub	Shared with	Notes
11.5	Public Experience - Service Feedback Data	Online forms completed by the public & viewable on website	Collect and publicise public feedback on local	Website	TAJ,NM		No	1	No		PI	1.a		2.a & 2.d	Patients and service users	Insight/feedback, may contain name	Until creator asks for its removal		No	Public	
12	Annual Reports	HWR and HWNW public report on activity and progress	Legal compliance & good management	Website & hardcopy	TAJ,NM		No	3	No		PI	1.c			Stakeholder	Names	Permanently	Legal responsibility	Yes	Public, Stakeholders	
13	Project Reports	Published reports of work carried out by staff and volunteers	To publicise findings of task groups & surveys	Website	TAJ,NM		No	1	No		No	1.e			Public	Insight/feedback	Permanently		Yes	Public, HWE, Local Authority, CCGs,	Data is anonymised and low risk of identification
14	Employment and HR records	Staff records and personal details including application & contact details certificates & appraisals	Legal compliance & staff management	HWR-O365 Onedrive and locked cabinet in locked office.HWNW Computer server folder only accessible to managing staff. Locked filing cabinet in locked office	TAJ,KH		No	4	Yes	Manager access only	CPI	1.a & 1.b			Employee	Employment	12 years following termination of employment	See retention schedule	No	HWR and HWNW management	
15	Expenses Forms	Staff and Volunteer Expenses claims	To pay and monitor expenses	Locked cabinet in locked office	TAJ,JC		No	4	No	HWR and HWNW staff access only	CPI	1.e			Employee and volunteer	Financial/bank details	6 years	See retention schedule	No	Staff	
16	Business Continuity Plan	what to do if disruption to the service	what to do in severe disruption to the service.	Managers home locked in a cabinet	KH,TAJ		No	4	No	Managers access only	No	1.c			Employee and volunteer	Insight of the business	Permanantly	Legal responsibility	No	Staff	

lists

We collect information and data for different reasons and in different ways. An information asset is a category of data or type of data set that we routinely collect. So for example 'Public experience' or 'Employment Data' or 'Annual Reports'. As each asset type has a different set of data contained within it the way we manage that data will need to be evaluated on an individual basis.