

HR & Finance

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonvmised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often?)				No	who		External (who?)		Yes (provide link)	Yes (provide details)	No
Birthdays & Date of Birth	Initial start date	In-House Services	Finance/HR	Mel & Payroll	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names & contact details			Yes, as required		Head of Departments	n/a		Yes, signed new starter forms/contract		Yes	6 years	Shred with Iron Mountain	Yes, signed new starter forms/contract	Various
Staff personal contact details e.g. on mobile phones or lists	Initial start date	In-House Services	Finance/HR/CEO	Mel & Payroll	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names & contact details			Yes, as required		Head of Departments	HMRC		Yes, signed new starter forms/contract		Yes	6 years	Shred with Iron Mountain	Yes, signed new starter forms/contract	Various
Staff personnel information including grievances, absence & leave etc.	Added to Sage, Staff Savvy & BreatheHR	In-House Services	Finance/HR	Mel & Payroll	Digital/Staff Savvy New starter forms/ paper in HR drawers	HR/Finance/CEO	Staff names	Absence report	Grievance/ disciplinary info	Yes, as required		HR Advisory, Head of Departments	n/a	Agreed procedure	Yes, signed new starter forms/contract		Yes	6 years	Shred in house	Yes, signed new starter forms/contract	Various
Audit files	Auditor	External provider	Finance	Auditors	Digital/protected files	Finance/CEO	Finances & Compliance files			Yes		Auditors and Trustees	Charity Commision		Yes,		No	6 years	Shred in house	Yes, internal	Various
Payroll reports	Sage	In-House Services	Finance	Payroll	Digital/Sage	Senior Finance Officer	Staff names/bank details			Yes, monthly		Payroll team,	HMRC	Agreed procedure	Yes, signed new starter forms/contract		No	6 years unless user has specifiedspecific deletion date	Shred with Iron Mountain	Yes, signed new starter forms/contract	Various
Health, Safety and Wellbeing referral and attendance	Added to Robens	External provider	Team Services	Robens	Digital/Robens	HR/CEO	Staff names & contact details	Staff medical & referral details	None	Yes, as required		HR Advisory, Head of Departments	n/a	Agreed procedure	Yes, initial referral conditions		No	1 year following end of employment	Delete	Yes, initial referral conditions	Various
Complaints and investigations; grievances	Staff	In-House Services	Team Services	Unison	Paper/personnel files Digital/protected folders	HR/CEO	Staff names & contact details		Grievance/ disciplinary info	Yes, as required		Investigating manager & Unison	Unison	Agreed procedure	Yes, signed new starter forms/contract		No	2 year following end of employment	Delete	Yes, initial referral conditions	Various
Appraisals, 1:1s, Performance management plans	Staff	In-House Services	Sub-teams	Manager	Digital/protected folders Paper/locked drawers	Manage	Performance details			Yes, as required		CEO/HR	n/a		Yes, signed forms		No	6 months following end of employment	Delete & shred	Yes, at time of meeting	
Staff reporting papers (applications, interview scoring, covering letters, CVs)	Staff	In-House Services	Team Services	Manager	Paper/personnel files Digital/protected folders	Reception	Names, address, contact details			Yes, as required		Recruiting manager and interview panel	n/a	Agreed procedure	Yes, signed new starter forms/contract		No	6 months after application closing date	Delete & shred	Yes, initial statement on application form	At time of onboarding successful candidate
Equal Ops forms (application stage)	Staff	In-House Services	Team Services	Reception/ Data manager	Digital/protected folders	Reception	Equal ops details			Yes, after it has been anonymised		Data manager/HR	n/a	No	Yes, initial statement on application form		Yes	1 year	Delete	Yes, initial statement on application form	
History of Officers, group Presidents	Staff	In-House Services	Team Services	MSL/Unitu	Digital/protected folders	Reception/Coordinators/ Data Manager	Personal details	Name, address, date of birth		Yes, as required		Data manager/ Group team coordinators	MSL		Yes, initial sign up verbal		Yes	6 years	MSL data clear	Yes, initial sign up	2 years Pseu 2 years 4 years
Personal Risk Assessments	In-house form - return to work	HR	Manager	n/a	Paper/personnel files Digital/protected folders	HR/Manager	Personal details regarding health			No, unless UoG Safety Unit needs a copy.		UoG & Manager		Agreed procedure	Yes as part of the initial assessment		Yes	1 year	shred	yes	
Return to work safety checklist	In-house form - return to work	HR	Manager																		
Visitor COVID-19 form	In-house form	HR	Mel		Paper & protected folders	HR	Visitor names, email and telephone number			No								1 month	shred	yes	

## Activities

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
Sports, Societies & volunteers	Initial sign up	Student Activities		MSL	Digital/MSL	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4
Memberships	Initial sign up	Student Activities		MSL	Digital/MSL	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4
Captains	Initial sign up	Student Activities		MSL	Digital/MSL	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4
Welcome fair sign ups	Initial sign up	Student Activities		MSL	Digital/MSL Paper/sign up sheets	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4
ACH - Automatic membership	Initial sign up	Student Activities		MSL	Digital/MSL	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4
Events Awards	Initial sign up	Student Activities		MSL	Digital/MSL Paper/sign up sheets	Student Activities	Contact details	Phone	email	Yes, as required		Staff	Trip providers		Yes, signed consent form			7 years	MSL data clear	Yes, signed new starter forms/contract	Held for 2 Pseudonymised for 2 Delete after 4

**Advice**

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location/ solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared?	Column4	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
Client case work	Client/Advice service	Advice		Advice Pro	Digital/Advice Pro Paper/locked drawers	Advisors	Client details	Case details	Personal details	yes, as required			Emergency services & next of kin				Yes	6 years	Deleted or Shredded	Yes, informed at the beginning	
Client case work	Client/Advice service	Advice		Unitu	Digital/Advice Pro Paper/locked drawers	Advisors	Client details	Case details	Personal details	yes, as required			Emergency services & next of kin				Yes	7 years	Deleted or Shredded	Yes, informed at the beginning	
Student data regarding retention	Wellbeing and Retention Project	Advice		In house	Digital	Deputy Chief Exec	Qualitative data/feed back	Personal details		yes, as required		Relevant University services		No	Yes; consent taken during data collection and stored alongside details		Yes	3 years	Deleted	Yes	Jan-24

**Commercial**

Information Asset	Source	Team	Directorate /Sub-team	Held by (individual/team /3rd Party)	Format/Location / solution	Information Asset Owner	Type of information	Column 2	Column3	Is the information shared?	Column4	Shared with?	Column5	if shared, is this formal	If Consent, is this evidenced?	Column7	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often?)	No	who	External (who?)	Yes (provide link)	Yes (provide details)	No	Yes		No	Yes (how?)	
Company emails	Emails	Commercial	Sales and Events Manager	Recipient	Digital/Outlook	Sales and Events Manager	External company details	Deal	finances	Yes, as required		Managers			Business contract		Yes	1 year	Delete	Business contract	If contact leaves or roles changes, they are deleted.
Contracts with providers	Externals	Commercial	Sales and Events Manager		Digital/CRM Online	Sales and Events Manager	External company details	Deal	finances	Yes, as required		Sales and Events Manager			Business contract		No	2 years	Delete	Business contract	If contact leaves or roles changes, they are deleted.
Student ID cards details	Students	Commercial	Sales and Events Manager	MSL	Digital/MSL	MSL users	Personal	Address, phone, email	Date of birth	Yes, as required		Managers	Emergency services					7 years	MSL data clear	At registration At entry points	Held for 2 Pseudonymised for 2 Delete after 4

## Software

Information Asset	Format/Location/ solution	Information Asset Owner	Protected	Type of information	Column2	Is the information shared?	Shared with?	Column5	If shared, is this formalised?	If Consent, is this evidenced?	Can be pseudonymised /anonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
						Yes (how, and how often?)	who	External (who?)	Yes (provide link)	Yes (provide details)	Yes		No	Yes (how?)	
Microsoft Teams and OneDrive	Digital	Various	Password protected and authentication process Locked folders	Documents Details	Identifiable data	Yes, as required	Staff			Initial starters or sign ups verbal consent	Yes	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
Emails/Outlook	Digital	Various	Attachments sent protected	Documents Details	Identifiable data	Yes, as required				Initial starters or sign ups verbal consent	Yes	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
MSL	Digital	MSL users	User allocated by managers Access with user and password details	Documents Details	Identifiable data	Yes, as required	Groups, Managers	Trip leaders		Initial starters or sign ups verbal consent	Yes	6 years total Global expiry	Held for 2 Pseudonymised for 2 Delete after 4	Yes , initial contact agreement	
Website	Digital	MSL admin rights user	Password protected	User login details		Yes, as required	n/a	MSL		Initial starters or sign ups verbal consent	no	length of employment	Delete off software (MSL)	Yes, at sign up	
Advice Pro	Digital	Advisors	Advisor access only	Documents Details	Identifiable data Case work details	Yes, as required				Initial starters or sign ups verbal consent	no	In line with content on other tabs	In line with content on other tabs	In line with content on other tabs	
U Drive	Digital	SU staff	Folders locked Files password protected	Various	Identifiable data Case work details	Yes, as required					no	3 years	Delete files on three year rotation	Yes , initial contact agreement	
BreatheHR	Cloud	HR/Finance	Password access only	Personal information	Identifiable data	Yes, as required	Finance & managers			Initial starters or sign ups verbal consent	no	6 years total	Deleted off software	Yes, Initial start/sign up	
Staff Savvy	Cloud	SU Staff	Password access only	Personal information	Identifiable data	Yes, as required	Finance & managers			Initial starters or sign ups verbal consent	no	7 years total	Archived	Yes, Initial start/sign up	

Personal Data	Sensitive personal data
<p>· <b>Data Protection Act 1998 Definition (Section 1 (1)):</b></p> <p><b>Personal data</b> means data which relate to a living individual who can be identified –</p> <p>(a) from those data, or  (b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller [the HoC], and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.</p> <p>· In simple terms – any information which identifies or relates to a living individual</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>· Name</li> <li>· Address</li> <li>· Contact details (personal telephone number, email adds, etc.)</li> <li>· Bank Details and financial information</li> <li>· Individual reference numbers (salary number, NINO, pass number, passport, etc.)</li> <li>· Family information</li> <li>· Job information (performance, attendance, qualifications, etc.)</li> <li>· Photo/video/CCTV</li> </ul>	<p><b>Data Protection Act 1998 Definition (Section 2): Sensitive personal data</b> means personal data consisting of information as to—</p> <p>(a) the racial or ethnic origin of the data subject,</p> <p>(b) his political opinions,</p> <p>(c) his religious beliefs or other beliefs of a similar nature,</p> <p><a href="#">(d) whether he is a member of a trade union (within the meaning of the M1 Trade Union and Labour Relations (Consolidation) Act 1992).</a></p> <p>(e) his physical or mental health or condition,</p> <p>(f) his sexual life,</p> <p>(g) the commission or alleged commission by him of any offence, or</p> <p>(h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.</p> <p>· In simple terms – special categories of personal data that require appropriate handling and additional protections. Organisations need stronger grounds to collect and process Sensitive Personal Data.</p> <p><b>Examples</b></p> <ul style="list-style-type: none"> <li>· Health, safety and wellbeing records (sick returns, reasonable adjustments, some HR records, OH, accident reports where an individual has been affected)</li> <li>· Some diversity and inclusion data (sexual orientation, culture and race, beliefs and faith, etc.)</li> <li>· Personal political opinion or preference</li> <li>· References to trade union</li> <li>· Criminal references or checks</li> <li>· Includes photo/video/CCTV where these characteristics are revealed</li> </ul>