

Activities

Information Asset	Source	Team	Directorate /Sub-	Created by (individual/)	Format/Location/solution	Information Asset Owner	Type of information	Column2	Column3	Is the information shared? (how, and how often)	Column4	Shared with? (who)	Column5	Is shared, evidenced? (provide details)	Column6	Can be pseudonymised?	Held for	Disposal Instruction	Are data subjects aware?	Retention Trigger Date
										Yes (how, and how often)	No	who	External (who?)	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 Held for 2
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	Pseudonymised for 2 Delete after Held for 2
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	Pseudonymised for 2 Delete after Held for 2
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	Pseudonymised for 2 Delete after Held for 2
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	Pseudonymised for 2 Delete after Held for 2
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	Pseudonymised for 2 Delete after

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		Adiver 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	

Software

Information Asset	Format/Location/solution	Information Asset Owner	Protected	Type of information	Column2	Is the information shared? Yes (how, and how often?)	Shared with? who	Column5 External (who?)	If shared, is this formalised? Yes (provide link)	If Consent, is this evidenced? Yes (provide details)	Can be pseudonymised /anonymised? Yes	Held for	Disposal Instruction No	Are data subjects aware? Yes (how?)	Retention Trigger Date
Microsoft	Digital	Various	Password protected 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	
Udrive	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	

Personal Data	Sensitive personal data
<ul style="list-style-type: none"> • Data Protection Act 1998 Definition (Section 1 (1)): <p>Personal data means data which relate to a living individual who can be identified – <i>(a) from those data, or</i> <i>(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.</i></p> <ul style="list-style-type: none"> • In simple terms – any information which identifies or relates to a living individual <p>Examples</p> <ul style="list-style-type: none"> • Name • Address • Contact details (personal telephone number, email adds, etc.) • Bank Details and financial information • Individual reference numbers (salary number, NINO, pass number, passport, etc.) • Family information • Job information (performance, attendance, qualifications, etc.) • Photo/video/CCTV 	<p>Data Protection Act 1998 Definition (Section 2): Sensitive personal data means personal data consisting of information as to—</p> <p><i>(a) the racial or ethnic origin of the data subject,</i> <i>(b) his political opinions,</i> <i>(c) his religious beliefs or other beliefs of a similar nature,</i></p> <p>(d) whether he is a member of a trade union (within the meaning of the M1Trade Union and Labour Relations (Consolidation) Act 1992),</p> <p><i>(e) his physical or mental health or condition,</i> <i>(f) his sexual life,</i> <i>(g) the commission or alleged commission by him of any offence, or</i> <i>(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.</i></p> <ul style="list-style-type: none"> • 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>Examples</p> <ul style="list-style-type: none"> • Health, safety and wellbeing records (sick returns, reasonable adjustments, some HR records, OH, accident reports where an individual has been affected) • Some diversity and inclusion data (sexual orientation, culture and race, beliefs and faith, etc.) • Personal political opinion or preference • References to trade union • Criminal references or checks • Includes photo/video/CCTV where these characteristics are revealed