Information Asset Register
Education

admi nisra dmin i	Name of Asset	What does it do?	Location	Owner	Volume	Personal data	Legal basis	Access	Shared with	Format	Retention	Status	Key asset
	e.g. Payroll, Finance Ledger, Marketing database	e.g. Stores data required for the purposes of paying employees monthly salaries directly into their bank accounts	e.g. Shared network drive, SQL database	e.g. [Name] Head of Human Resources & Information Asset Owner	125 records	No; Yes; Yes (inc. Sensitive)	See comment for options	Restricted to [named individuals] or [all staff within Human Resources]	Details of any third parties the data is shared with. E.g. DCC Payroll service	e.g. Emails, spreadsheets, database, PDF files	How long are the records retained for e.g. 7 years	In use; Archived; Development; Destroyed	Yes; No It is business critical?
	Education Guides (Paper)	Administering guides, payments, booking system	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	143	Yes	5. Performance of a contract	Education Service	No	Paper file	6 years + current year	In Use	Yes
	Education Guides (Database)	Administering guides, payments, booking system	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	143	Yes	5. Performance of a contract	Education Service (AD security group and password protected)	No	Access database	6 years + current year	In Use	Yes
	Outreach Volunteers (Paper)	Administering volunteers for outreach activities	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<10	Yes (inc Medical)	6. Consent	Education Service	No	Paper file	Deleted when no longer current	In Use	Yes
	Higher Uppacott Volunteers (Paper)	Administering volunteers for tours of Higher Uppacott	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<10	Yes (inc Medical)	6. Consent	Education Service	No	Paper file	Deleted when no longer current	In Use	Yes
	Naturally Healthy	Maintains records for administration of and contact with *Buckfastleigh Naturally Healthy Group*	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<50	Yes (inc Medical)	6. Consent	Project Officer and Owner only (Password protected to read)	No	Excel spreadsheet	3 years from project end (Delete Jan 2021)	In Use	Yes
	Ranger Ralph Club	Administering of the Ranger Ralph club for children between 6-11	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<800	Yes	6. Consent	Education Service (AD security group)	No	Access database	Curent members + 3 years	In Use	Yes
	Ranger Ralph Photo Consent	Recording consent to use photos of children	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<200	Yes	6. Consent	Education Service	No	Paper file	Consent forms annually reviewed or destroyed. All photos deleted after no longer than 3 years	In Use	Yes

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	e.g. Payroll, Finance Ledger, Marketing database	e.g. Stores data required for the purposes of paying employees monthly salaries directly into their bank accounts	e.g. Shared network drive, SQL database	e.g. [Name] Head of Human Resources & Information Asset Owner	125 records	No; Yes; Yes (inc. Sensitive)	See comment for options	Restricted to [named individuals] or [all staff within Human Resources]	Details of any third parties the data is shared with. E.g. DCC Payroll service	e.g. Emails, spreadsheets, database, PDF files	How long are the records retained for e.g. 7 years	In use; Archived; Development; Destroyed	Yes; No It is business critical?
	Junior Rangers	Administering the Junior Ranger programme	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<20	Yes (inc Medical)	6. Consent	Education Service	Yes - Volunteer (Helen Jenny)	Paper file	No longer than 12 months after end of membership	In Use	Yes
	Volunteer Groups Network	Administration of a grant scheme to volunteer groups	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer)	<20	Yes	5. Performance of a contract	Education Service	No	Paper file	Current year only	In Use	Yes
	'What's on' event submissions	Online system for submitting events to our 'What's on' pages, including contact details of event organisers	<REDACTED>	Orlando Rutter (Senior Learning & Outreach Officer) managed by Claire Partridge	< 200	Yes	6. Consent	Education Service	No	Database	No longer than 2 years	In use	No