



Information Asset Register

Human Resources



Asset ID	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 U:\HR\Section files\PRIVATE\Payroll	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?
	Destiny HR	HR database; contains employee personal information, employment history, sickness/training records etc.	Access database	Neil White (Head of Organisational Development)	<200	Yes (inc Sensitive)	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	HR Staff Only and management only	Database	6 years plus current year	In Use	Yes
	Payroll (Oracle)	Payroll system for paying employees salaries directly into bank accounts	Hosted at DCC (HR One)	Neil White (Head of Organisational Development)	<200	Yes (Trade union only)	S1. Exercising employment or social security law	Head of HR, Head of Business Support and Senior Finance Officer	DCC Payroll Service	Database	6 years plus current year	In Use	Yes
	Applicants db	Stores details of people that apply for jobs	Access database	Neil White (Head of Organisational Development)	< 200	Yes (inc Sensitive)	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	None	Database	No longer than 6 months	In Use	No
	Personnel Files (Paper) - Current	Employment history; starter docs, contract, correspondence	HR Office	Neil White (Head of Organisational Development)	<200	Yes (inc Sensitive)	S1. Exercising employment or social security law	Locked cabinet in HR office	None	Paper Files	Only for length of employment	In Use	Yes
	Personnel Files (Paper) - Archive	Employment history; starter docs, contract, correspondence	Courtyard Room next to Room 35!	Neil White (Head of Organisational Development)	<100	Yes (inc Sensitive)	S1. Exercising employment or social security law	Locked cabinet in store room	None	Paper Files	6 years plus current year	Archive	No
	Personnel Files (Electronic) - Current	Employment history; starter docs, contract, correspondence	U:\HR\Section Files\PRIVATE\Employees Current	Neil White (Head of Organisational Development)	<200	Yes (inc Sensitive)	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	Only for length of employment	In Use	Yes
	Personnel Files (Electronic) - Archive	Employment history; starter docs, contract, correspondence	U:\HR\Section Files\PRIVATE\Employees Archive	Neil White (Head of Organisational Development)	<100	Yes (inc Sensitive)	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	6 years plus current year	Archive	No
	Complaints	Correspondence relating to complaint	U:\HR\Section Files\PRIVATE\Complaints	Neil White (Head of Organisational Development)	<200	Yes	3. In the Public Interest	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	No longer than 3 years	In Use	Yes
	Work experience / Work placements	Information relating to work experience requests and placements	U:\HR\Section Files\PRIVATE\Work Experience	Neil White (Head of Organisational Development)	<50	Yes (inc Health/Di sability)	6. Consent	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	No longer than 12 months	In Use	No



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Etarmis (Wintime)	Time and access recording system. Wintime (previous system)	SQL Database	Neil White (Head of Organisational Development)	<200	Yes	S1. Exercising employment or social security law	Password protected	None	Database	Current employees only	In use	Yes
Volunteers	Information relating to volunteer requests and placements	U:\HR\Section Files\PRIVATE\Volunteers; and U:\Others\User files\arowlings\PRIVATE	Neil White (Head of Organisational Development)	<500	Yes (inc Health/Di sability)	6. Consent	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	No longer than 12 months after cease to be a volunteer	In use	Yes
Tax Info & Returns (P11d & P35)	Information to complete annual returns to HMRC	U:\HR\Section Files\PRIVATE\Tax info and returns	Neil White (Head of Organisational Development)	< 100	Yes	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	DCC Payroll Service	Docs, PDFs, Emails, etc	2 years plus current year (HMRC advice)	In use	Yes
Recruitment	Correspondence relating to recruitment process	U:\HR\Section Files\PRIVATE\Recruitment	Neil White (Head of Organisational Development)	< 500	Yes (inc Sensitive)	5. Necessary for the performance of a contract	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	No longer than 6 months after recruitment	In Use	No
Payroll	Monthly payroll reports and correspondence	U:\HR\Section Files\PRIVATE\Payroll	Neil White (Head of Organisational Development)	<5000	Yes (Trade union only)	S1. Exercising employment or social security law	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	6 years plus current year	In use	Yes
Health, Safety & Wellbeing	Records of health surveillance; incidents and accidents; DSE risk assessments etc.	U:\HR\Section Files\PRIVATE\Health & Safety	Neil White (Head of Organisational Development)	<100	Yes (inc Health/Di sability)	2. Protection of vital interests of the data subject	AD Security (SEC-HR Security Group)	Occupational Health	Docs, PDFs, Emails, etc	6 years plus current year (Kitson advice re claims)	In use	Yes
IMASS - (current employees)	Occupational Health management system	Hosted system	Neil White (Head of Organisational Development)	<100	Yes (inc Health/Di sability)	2. Protection of vital interests of the data subject	Password protected	Occupational Health	Database, Docs	Only for length of employment	In use	Yes
IMASS - (archive employees)	Occupational Health management system	Hosted system	Neil White (Head of Organisational Development)	<100	Yes (inc Health/Di sability)	2. Protection of vital interests of the data subject	Password protected	Occupational Health	Database, Docs	6 years plus current year	In use	Yes
Members	Member details/records	U:\HR\Section Files\PRIVATE\Members	Neil White (Head of Organisational Development)	<30	Yes (inc Sensitive)	5. Necessary for the performance of a contract	AD Security (SEC-HR Security Group)	None	Docs, PDFs, Emails, etc	No longer than 12 months after cease to be a Member	In use	Yes



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Members contact details	Personal contact details for Members of the Authority	U:\Legal\Section Files\Member services\Members\Member details\Member Contact Details INTERNAL.doc U:\Legal\Section Files\Member services\Members\Member details\Member Contact Details MEMBER.doc U:\Legal\Section Files\Member services\Members\Member details\Member Contact Details PUBLIC.doc	Neil White (Head of Organisational Development)	< 20	Yes	5. Necessary for the performance of a contract	All staff	None	Word	1 year after cease to be a Member	In Use	Yes
Member Personnel files	Starter documents, register of interests, communications with Members etc	Locked drawer in Room 14	Neil White (Head of Organisational Development)	< 50	Yes	5. Necessary for the performance of a contract	Legal staff only	None	Paper copies	1 year after cease to be a Member	In use	Yes
Members Register of Interests	Details of other employment, sponsorship, contracts, land ownership, corporate tenancies, securities and Membership of other bodies	U:\Legal\Section Files\Member services\Members\Register of Interests\Summary register of interests.doc	Neil White (Head of Organisational Development)	< 20	Yes	1. Legal Obligation	Publically available	Copy of information made available to the public through the website	Word/PDF	1 year after cease to be a Member	In use	Yes
Safety Risk Register	Details of persons who may present a risk to staff - welfare procedure for site visits	U:\HR\Section Files\PRIVATE\Health & Safety	Neil White (Head of Organisational Development)	< 10	Yes	4. Legitimate interests	Staff Only - Details on request from Human Resources	None	GIS Layer/ Spreadsheet	Reviewed annually, updated following relevant incidents	In use	Yes