

**Healthwatch Isles of Scilly Information Asset Register**  
**Data Controller: Healthwatch Isles of Scilly Accountable Officer:XXX Manager (post vacant) in interim period Julie Love, Project Assistant**  
**Data Protection Officer: TBC**

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	Is public domain	Intended or Likely Recipients	Notes
1	Employment data: all	Data relating to employment at HIOS	To store data and keep records relating to employment with Healthwatch Isles of Scilly	Locked filing cabinet	Manager	Rachel Keeley	Yes	5	Yes	Locked fireproof filing cabinet in office	CPI	Section 1 (a) & (b)	Age Gender Health	Section 2 (a) & (b)	Employees	Employment data	See retention schedule - certain records kept up to 12 years from end of employment, others destroyed at end of employment		No	HIOS board and staff	
2	Board data: general	Data relating to HIOS board of directors	To store data and keep records relating to board members for running of company/charity	Locked filing cabinet	Manager		Yes	4	Yes	Locked fireproof filing cabinet in office	CPI	Section 1 (a) & (b)	Age Gender	Section 2 (a) & (b)	Board of directors	Director data	See retention schedule		No	HIOS board and staff	
3	Board data: Companies House	Companies House	To store records relating to board members information at Companies House	Locked filing cabinet and online with CH	Manager	Rachel Keeley	Yes	4	Yes	Locked fireproof filing cabinet in office	CPI	Section 1 (a) (b) & ( C)	Age Gender	Section 2 (a)	Board of directors	Director data	See retention schedule		Yes	HIOS board and staff	
4	Board data: Charity Commission	Charity Commission	To store records relating to board members at Charity Commission	Locked filing cabinet and online with CC	Manager		Yes	4	Yes	Locked fireproof filing cabinet in office	CPI	Section 1 (a) (b) & ( C)	Age Gender	Section 2 (a)	Board of directors	Director data	See retention schedule		Yes	HIOS board and staff	
5	Board data: communications	Data relating to communication with board	To store contact details for internal communication of HIOS business	Outlook email contacts Office address box Mailchimp	Manager		Yes	1	No	Computers password login and logged off when unattended. Mailchimp password login	PI	NA	None	NA	Board of directors	Engagement	Destroy and delete at end of directorship		No	HIOS board and staff	
6	Banking	Data relating to Healthwatch Isles of Scilly Bank account	To enable Healthwatch Isles of Scilly to access banking facilities	Locked filing cabinet and computer files	Manager	Julia Day	Yes	5	Yes	Locked fireproof filing cabinet in office. Computers password login and logged off when unattended	CPI	Section 1 (a) & (b)	Age Gender	Section 2 (a) & (b)	Board of directors Employees	Finance	See retention schedule		No	HIOS board and staff	
7	Finance and budget reports	Financial data: general	To track financial information and produce budget reports	Locked filing cabinet and computer files	Manager	Rachel Keeley Julia Day	Yes	4	Yes	Locked fireproof filing cabinet in office. Computers password login and logged off when unattended	None	NA	None	NA	None	Finance	See retention schedule		No	HIOS board and staff	
8	SAGE	Financial data: SAGE	To track financial information and produce budget reports	Computer files	Manager	Rachel Keeley	Yes	4	No	Computers password login and logged off when unattended	None	NA	None	NA	None	Finance	See retention schedule		No	HIOS board and staff	
9	Annual accounts	Financial data: Annual accounts	Annual accounts for end of year business data	Locked filing cabinet and computer files	Manager	Rachel keeley Julia Day	Yes	4	Yes	Locked fireproof filing cabinet in office. Computers password login and logged off when unattended	None	NA	None	NA	None	Finance	See retention schedule		Yes	HIOS board, staff and members	
10	Membership data: all	Data relating to membership, sign up form, communication preferences and E-news mailing list	To store records of members and data relating to communication	Locked in filing cabinet Mailchimp	Manager		Yes	4	Yes	Locked fireproof filing cabinet in locked office. Computers password login and tagged off when unattended. Mailchimp password login	CPI	Section 1 (a)	Membership	Section 2 (a)	Member	Engagement	See retention schedule		No	HIOS board and staff	Ask if person wishes to sign up for newsletters only
11	Newsletter sign up form	Healthwatch Isles of Scilly Newsletter	To store records of agreement to receive newsletters, data relating to communication	Locked in filing cabinet Mailchimp	Manager		Yes	2	No	Locked fireproof filing cabinet in locked office. Computers password login and tagged off when unattended. Mailchimp password login	PI	Section 1 (a)	None	NA	Member Public	Engagement	Recipient can unsubscribe via link to Mailchimp at any time and/or verbally ask staff to unsubscribe		No	HIOS board Staff Members Public	
12	Local mailing list	Household addresses for all island residents	To store addresses for all island correspondence	Computer files	Manager		No	1	No	Computers password login and logged off when unattended	None	NA	NA	NA	Public	Engagement	Unlimited		Yes	Isles of Scilly residents	Household address list does not include name of householder. Holiday lets excluded and before use will need to be checked for holiday lets and new builds added
13	Annual report	HIOS Annual report: Contains mixed data of last years work carried out by HIOS, including statistics and financial information	To provide information on the work of Healthwatch Isles of Scilly during a year period.	Computer files and paper copies	Manager		No	3	Yes	Anonymised data used.	None	Section 1 (a) (b) (c) (e) and (f)	Ethnicity Age Gender Health Biometric	NA	Public	Engagement Finance feedback/insight enquiries	TBC		Yes	HIOS board, staff, members and public	Edited minutes are available on website
14	AGM minutes	HIOS AGM meeting minutes	To provide and log information on AGM activity	Computer files, paper notes shredded once transcribed	Manager		Yes	4	Yes	Anonymised data used Computers password login and logged off when unattended. Minutes can be edited for publication only in order to avoid a breach of confidentiality.	CPI	Section 1 (c)	Membership	Section 2 (d)	Public	Engagement Finance feedback/insight enquiries	TBC		Yes	HIOS board, staff, members and public	Edited minutes are available on website
15	Board minutes	HIOS board meeting minutes	To provide and log information on work plan activities of Healthwatch Isles of Scilly	Computer files, paper notes shredded once transcribed	Manager		Yes	4	Yes	Anonymised data used. Computers password login and logged off when unattended. Minutes can be edited for publication only in order to avoid a breach of confidentiality.	CPI	Section 1 (a) (b) (c) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) (b) (d) and (g)	Employees Board of directors Public	Employment data Director data Engagement Finance feedback/insight enquiries	Permanently		Yes	HIOS board, staff, members and public	Edited minutes are available on website
16	MTTG minutes	Medical Travel and Transport Group meeting minutes	To discuss processes and issues relating to medical travel for Isles of Scilly residents	Computer files, paper notes shredded once transcribed	Manager		Yes	4	No	Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (d) (e) and (f)	Age Health Biometric	Section 2 (a) (b) (d) and (g)	Public	Engagement Finance feedback/insight enquiries	TBC		No	MTTG	
17	Liasion meetings	Liasion meetings	HIOS holds routine lision and adhoc meetings with service providers including: Adult Social Care, Children's Services, GP practice, St Mary's hospital, to discuss issues and work plan priorities	Computer files	Manager		Yes	4	No	Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (d) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) (b) (d) and (g)	Public	Engagement Finance feedback/insight enquiries	TBC		No	HIOS board and staff	
18	Weekly activity log	HIOS weekly activity log	To store HIOS weekly activity, for KPI's and report writing	Computer files	Manager		Yes	4	Yes	Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (b) (c) and (e)	Ethnicity Age Gender Health Biometric	Section 2 (a) (b)	Employees Board of directors Public	Employment data Director data Engagement Finance feedback/insight enquiries	TBC		No	HIOS board and staff	

