

Healthwatch Isles of Scilly Information Asset Register
Data Controller: Healthwatch Isles of Scilly Accountable Officer:XXX Coordinator (post vacant)
Data Protection Officer: John McLeavy, Healthwatch Cornwall

Asset Number	Asset Title	Asset Description	Purpose	Location, system or place of storage	Lead Officer	Data Processor if applicable	Protective Marking	Production 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	In 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	Coordinator	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	Coordinator		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	Coordinator	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	Coordinator		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	Coordinator		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	Coordinator	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	Coordinator	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	Coordinator	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	Coordinator	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 preferences	Locked in filing cabinet Mailchimp	Coordinator		Yes	4	Yes	Locked fireproof filing cabinet in locked office. Computers password login and logged 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	Coordinator		Yes	2	No	Locked fireproof filing cabinet in locked office. Computers password login and logged 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	Coordinator		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	Coordinator		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	Coordinator		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	Coordinator		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	Coordinator		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	Coordinator		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	

19	IT system	IT system	To store HIOS documents	Box (cloud based)	Coordinator		Yes	5	Yes	Restricted access. Computers password login and logged off when unattended	CPI	Section 1 (a) (b) (c) (d) (e) & (f)	Ethnicity Age Gender Health Biometric	Section (a) (b) (d) (g)	Board of directors, employees, service providers, public	Employment data Director data Engagement Finance Feedback/insight enquiries	See retention schedule		No	HIOS staff	Box is GDPR compliant - see documents.
20	Emails	Emails	To communicate with organisations, board, staff and members. Receive information and feedback.	Emails hosted by Name2net	Coordinator		Yes	2	No	Computers password login and logged off when unattended	None	NA	None	NA	Board of directors, employees, service providers, public	Engagement	See retention schedule		No	HIOS staff, board, members, public and organisations	Name2net based in UK use cloud based linux system
21	Website	Healthwatch Isles of Scilly website	To track users interactions and website performance, to give feedback on health and social care	Hosted by Name2net migrating to	Coordinator		Yes	1	No	Computers password login and logged off when unattended	None	NA	None	NA	NA	Engagement	Delete at anytime		No	HIOS staff, board, members, public and organisations	Drupal CMS
22	Google analytics	Google analytics data of Healthwatch Isles of Scilly website	To track users interactions with website to monitor and improve performance.	Google A paper spreadsheet, computer files also for certain KPI's	Coordinator		Yes	2	No	Computers password login and logged off when unattended	None	NA	None	NA	NA	Engagement and insight enquiries	Google analytics account is set to store information for 18 months, KPI's retained		No	HIOS staff	
23	Social media	Social media data	To provide information to public and track performance and interactions	Facebook Twitter	Manager		Yes	1	No	Computers password login and logged off when unattended	None	NA	None	NA	NA	Engagement and insight enquiries	Delete at anytime, KPI's retained		No	HIOS staff	
24	Community feedback - feedback and signposting log	Feedback and activity logs	To obtain public feedback on services and enquiries	Password protected computer file	Manager		Yes	5	Yes	Restricted access. Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) (d) and (g)	Public	Insight, feedback, enquiries, engagement	TBC		No	HIOS board and staff	Anonymised before adding to spreadsheet
25	Community feedback - Feedback reports	Feedback reports, working with services	To provide relevant comments to service providers and commissioners for example NHS England, CQC, NHS Kernow, RCHT, other provider organisations and CIOS. Feedback to board prior board meetings, MTTG	Computer file	Manager		Yes	4	Yes	Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) (d) and (g)	Public	Insight, feedback, enquiries, engagement	TBC		No	HIOS board and staff and service providers	Anonymised
26	Community feedback - Summary reports	Report of a known issues relating to a particular subject or task on HIOS work plan	To provide relevant comments to service providers and commissioners for example NHS England, CQC, NHS Kernow, RCHT, other provider organisations and CIOS.	Computer file and paper copies on occasion	Manager		No	3	Yes	Anonymised data used. Computers password login and logged off when unattended	None	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) (d) and (g)	Public	Insight, feedback, enquiries, engagement	TBC		Yes	HIOS board and staff, service providers and public	Anonymised
27	Surveys - paper	Issue based surveys and household survey	To obtain public feedback on services	Locked filing cabinet, paper shredded once transcribed	Manager		Yes	5	No	Restricted access. Anonymised data used. Locked fireproof filing cabinet in office. Do not leave paper copies in office unattended.	CPI	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) and (d)	Public	Insight, feedback, enquiries, engagement	Shredded as soon as data is extracted		No	HIOS board and staff	Anonymised before adding to spreadsheet
28	Surveys - online	Issues based surveys	To obtain public feedback on services	Survey Monkey	Manager		Yes	5	No	Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) and (d)	Public	Insight, feedback, enquiries, engagement	TBC - any personal data deleted as soon as data is extracted		No	HIOS board and staff	GDPR compliant
29	Surveys - results	Public participation surveys	To share public feedback on services	Computer file	Manager		No	3	Yes	Anonymised data used. Computers password login and logged off when unattended	None	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health Biometric	Section 2 (a) and (d)	Public	Insight, feedback, enquiries, engagement	TBC		Yes	HIOS board and staff, service providers and public	Anonymised
30	Enter and View	Enter and view	To review the service provided by a certain provider or organisation to improve the service received and highlight best practice	Computer file	Manager		Yes	5	No	Restricted access. Anonymised data used. Computers password login and logged off when unattended	CPI	Section 1 (a) and (e)	Ethnicity Age Gender Health	Section 2 (a) and (d)	Public	Insight	TBC		No	HIOS board and staff and service providers	HIOS has not carried out an Enter and view and procedure if required in HIOS handbook.
31	SeAp	SeAp Advocacy	To undertake Health complaints advocacy for SeAp	SeAp CRM	Manager		Yes	5	No	All information stored on SeAp CRM not Healthwatch Isles of Scilly	CPI	Section 1 (a) (e) and (f)	Ethnicity Age Gender Health	Section 2 (a) (c) and (d)	Public	Insight, feedback, enquiries, engagement	No data recorded on HIOS systems		No	SeAp	Use SeAp protocols and only staff trained to undertake this work
							Yes	1	Yes	E.g.: Restrictions	None	Section 1 (a)	Ethnicity	Section 2 (a)	E.g.: Employee	E.g.: Employment Data			Yes		
							No	2	No	E.g.: Use of Pseudonyms	PI	Section 1 (b)	Political	Section 2 (b)	E.g.: Patient	E.g.: Insight/feedback			No		
								3			CPI	Section 1 (c)	Religion	Section 2 (c)	E.g.: Participant	E.g.: Enquiries					
								4				Section 1 (d)	Membership	Section 2 (d)	E.g.: Practitioner	E.g.: Engagement					
								5				Section 1 (e)	Genetic	Section 2 (e)	E.g.: Caller						
												Section 1 (f)	Biometric	Section 2 (f)	E.g.: Stakeholder						
													Health	Section 2 (g)							
													Sexual Orientation	Section 2 (h)							
														Section 2 (i)							
														Section 2 (j)							

Whats is an Information Asset?

We collect information and data for different reasons and in different ways. An information asset is a category of data or type of data set that we routinely collect. So for example 'Public experience' or 'Employment Data' or 'Annual Reports'. As each asset type has a different set of data contained within it the way we manage that data will need to be evaluated on an individual basis.