Information Asset Registry

X Yes

Instructions required

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Correspondence including statements of opinion or intent Sickness absence records (S) IT system usage records Signature Criminal record checks / details (S) Location Data X Date of Birth Social media ID and related info Marital status Details of payments or deductions Trade union membership (S) X Names Employer/s name/s Unique identifier number or code Nationality, race or ethnicity (S) Employment benefits (e.g. pension, etc) Usernames and passwords Notes biographical in nature Employment History Work contact details Payroll, tax and NICs information Expressions of opinions regarding data subject Working hours Personal contact details Financial information Document Notes Advice (i) do we retain any data asset for this? (ii) who is responsible for fleet management? (iii) how and where is this data stored? (iv) Notes what security measures? (v) is it shared externally {e.g. with insurer}?