

**Healthwatch Reading Information Asset Register**  
**Data Controller and Accountable Officer: Mandeep Kaur Sira**  
**Data Protection Officer: to be assigned**

| Asset Number | Asset Title                    | Asset Description   | Purpose  | Location/ System or place of storage   | Lead Officer | Data Processor if applicable                              | Protective Marking | Protection Rating | 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            | Employee Records               | Personnel file of the employees, including the application form, references, contract and certificates. | To be aware of all the data about an employee. To be able to contact next of kin. To be able to refer back to if needed  | HR Filing Cabinet, Views and Google Drive  | CEO          | CEO and Trustees  | No                 | 4                 | Yes                                   | Yes           | Section 1 a & b                                       | ethnicity, religion, sexual orientation, health            | Section 2 a & b   | employee and volunteer        | Employment                     | duration of employment              |                 | No               |                               |       |
| 2            | Recruitment Data               | Job application forms, references and CV's  | To gather information of suitability for employment  | HR Filing cabinet, Google Drive, INDEED, Info email account and panel member email | CEO          | CEO, Trustees, panel members and Info email administrator | No                 | 4                 | Yes                                   | Yes           | Section 1 a   | ethnicity, religion, sexual orientation, health            | Section 2 a   | employee and volunteer        | Employment                     | 2 years after recruitment finalised |                 | No               |                               |       |
| 3            | Views Contact Form             | Information of experience of services, request for information and advice and advocacy                  | To gather intelligence to fulfill our role, to be able to support clinest request for information and advice and to share with providers, commissioners and regulators to contribute to service change | Held on cloud  | CEO          | HWR Staff Team  | No                 | 5                 | Yes                                   | Yes           | Section 1 a&e   |  | Section 2 a, d & g  | public                        | insight/feedback and enquiries | lifetime of organisation            |                 | No               |                               |       |
| 4            | Surveys & Questionnaires       | Information of service user feedback and experience and demographic data                                | To gather feedback and intelligence in order to fulfill our statutory duties   | Survey Monkey, Google Drive, Filing Cabinet  | Team Manager | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           | Section 1 a&e   | ethnicity, religion  | Section 2 a, d & g  | public                        | insight/feedback and enquiries | lifetime of organisation            |                 | No               |                               |       |
| 5            | Annual Report                  | Contains data and case studies of Healthwatch work.   | Statutory compliance   | Google Drive, Website, Emails  | Team Manager | CEO and Team Manager                                      | No                 | 2                 | Yes                                   | No            | Section 1 a,e,c & f                                   | ethnicity, religion  | Section 2 a, d & g  | public                        | insight/feedback and enquiries | lifetime of organisation            |                 | Yes              |                               |       |
| 6            | Project Reports                | Data and case studies of feedback   | To produce data for the public about experinces of servces. To provide feedback to providers and commissioners to explore potential service change   | Google Drive and Website   | Team Manager | HWR Staff Team  | No                 | 2                 | Yes                                   | No            | Section 1a,e&f  | ethnicity, religion  | Section 2 a, d & g  | public                        | insight/feedback and enquiries | lifetime of organisation            |                 | Yes              |                               |       |
| 7            | Note Pads                      | Written notes from meetings, ideas and information given by individuals                                 | To record information data from meetings and conversations.  | Locked pedestals and filing cabinet  | CEO          | HWR Staff Team  | No                 | 5                 | Yes                                   | Yes           | Section 1 a & b                                       | ethnicity, religion, political, health, sexual orientation | Section 2 a, d & g  | public                        | insight/feedback and enquiries | As soon as information is on Views. |                 | No               |                               |       |
| 8            | Board Meeting Minutes          | Account of the meeting  | To keep an accurate reord of the meeting   | Google Drive and Website   | CEO          | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           |   |  |   | public, stakeholder, employee |                                | lifetime of organisation            |                 | Yes& No          |                               |       |
| 9            | Trustee Meeting Minutes        | Account of the meeting  | To keep an accurate reord of the meeting   | Google Drive and Website   | CEO          | CEO and Trustees  | No                 | 4                 | Yes                                   | Yes           |   |  |   | public, stakeholder, employee |                                | lifetime of organisation            |                 | Yes& No          |                               |       |
| 10           | Expense Forms                  | Personal details of purchases and journeys carried out and contact information and bank details         | In order to make a claim for work related expenses   | Google Drive and Finances File   | CEO          | HWR Staff Team and Trustees                               | No                 | 3                 | Yes                                   | Yes           | Section 1 a   |  |   | employee and volunteer        |                                | 6 years                             |                 | No               |                               |       |
| 11           | Consent Forms                  | Personal details of service users and clients   | To record imporant information to support the client and report back to commissioners  | Views and locked filing cabinet  | Team Manager | HWR Staff Team  | No                 | 5                 | Yes                                   | Yes           | Section 1a & b  | ethnicity, religion, sexual orientation, health            | Section 2 a, d & g  | public                        | insight/feedback and enquiries | lifetime of organisation            |                 | No               |                               |       |
| 12           | Volunteer data                 | Personal details of all volunteers  | To store data relating to the volunteers role  | Google Drive and locked filing cabinet   | CEO          | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           | Section 1 a   | ethnicity, religion, sexual orientation, health            | Section 2 a, d & g  | volunteer                     | Employment                     | duration of employment              |                 | No               |                               |       |
| 13           | Newsletter postal mailing list | Contact information for individuals   | To contact those requesting a newsletter   | Google Drive   | Team Manager | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           | Section 1 a   |  | Section 2 a, d & g  | public                        | engagement                     | lifetime of organisation            |                 | No               |                               |       |
| 14           | E-newsletter list              | email addresses of individuals  | To contact those requesting a newsletter   | Mailchimp  | Team Manager | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           | Section 1 a   |  | Section 2 a, d & g  | public                        | engagement                     | lifetime of organisation            |                 | No               |                               |       |
| 15           | HR Planner                     | personal details of employees   | As required by law and to support employee   | Google Drive   | CEO          | HWR Staff Team  | No                 | 4                 | Yes                                   | Yes           | Section 1 a   |  | Section 2 a   | employee and volunteer        | Employment                     | 6 years from end of employment      |                 | No               |                               |       |

**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.