

Healthwatch Havering Information Asset Register

Asset Number	Asset Title	Asset Description	Purpose	Location/System or place of storage	Lead Officer	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	Format in which held
1	Employment data: Application file	Personnel file of the employees, including the application form, references, contract and certificates.	To be aware of all relevant data about an employee. To be able to contact next of kin. To be able to refer back to if needed	Locked filing cabinet	Chairman or Company Secretary	Yes	Only accessible by Chairman or Company Secretary	Yes	Section 1 (a) & (b)	Ethnicity Religion Health	Section 2 (a) & (b)	Employee Board Member	Employment Data	For duration of employment; some information will be retained for HMRC purposes until the end of the sixth tax year following the cessation of employment.	Destroy when employee/volunteer leaves (or at end of 6 years for HMRC-related information)	No	Directors and employees only	Electronic file Paper document
2	Tell Us What You Think cards	May include personal information such as contact details and personal health and social care information	Form completed when public contacts us with information about health and social care services	Locked filing cabinet and password protected feedback system	Chairman or Company Secretary	No	Only accessible by HWH staff	Yes	Section 1 (a) & (e)	Ethnicity Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	At least twelve months from receipt but no more than 24 months after last used for action	Destroy not less than 12 months after receipt nor more than 24 months after last used	No	Directors and employees only	Paper document
3	Emails containing complaints, comments and compliments	Includes personal information such as contact info and personal health and social care information	Email sent by members of the public containing complaints, comments and compliments about health and social care facilities	Held electronically	Administrator	Yes	Only accessible by HWH staff	Yes	Section 1 (a) & (e)	Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	At least twelve months from receipt but no more than 24 months after last used for action	Destroy not less than 12 months after receipt nor more than 24 months after last used	No	Directors and employees only	Electronic file
4	Records of telephone calls relating to complaints, comments and compliments	Includes personal information such as contact info and personal health and social care information	Record of information imparted by caller during telephone conversation with employees	Held electronically and in locked filing cabinet	Administrator	Yes	Only accessible by HWH staff	Yes	Section 1 (a) & (e)	Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	At least twelve months from receipt but no more than 24 months after last used for action	Destroy not less than 12 months after receipt nor more than 24 months after last used	No	Directors and employees only	Electronic file Paper document
5	Annual Report	Contains mixed data of the last years work carried out by Healthwatch Havering. Includes consented case studies, statistics and other reporting tools	To showcase the work carried out within the last twelve months	Held electronically	Chairman or Company Secretary	No	Anonymised data used	No	Section 1 (a), (c), (e) & (f)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	Twelve months from date of publication of Annual Report	Destroy after 12 months	Yes	Public	Electronic file Paper document
5	Enter and View Reports	Contains anonymised data within a snapshot view of a particular service or organisation	To review the service provided by a certain provider or organisation to improve the service received and highlight best practice	Held electronically	Chairman or Company Secretary	No	Anonymised data used	No	Section 1 (a), (e) & (f)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	Indefinitely	Do not destroy	Yes	Public	Electronic file Paper document
6	Service Review Report	Contains information gathered in one particular service or organisation or genre	To collate the information gathered at one type of provider to look at their service and how it can be improved or to highlight best practice	Held electronically	Chairman or Company Secretary	No	Anonymised data used	No	Section 1 (a), (e) & (f)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	Indefinitely	Do not destroy	Yes	Public	Electronic file Paper document
7	Board minutes	Detailed account of the Board meetings held with the Healthwatch Havering Board and occasionally Champions and Staff	To be an accurate record of business	Held electronically and in locked filing cabinet	Company Secretary	No	Minutes are publicly available. Any personal information used is anonymised or redacted.	No		None	Not applicable	Public Volunteer Employee Board Member	None	Indefinitely	Do not destroy	Yes	Public	Electronic file Paper document
8	Event Registration Form	Contains personal details of attendees	This is for monitoring purposes as well as to be able to contact people with further related and consented information about particular subjects	Locked filing cabinet	Adminrator	No	Only accessible by HWH staff	Yes	Section 1 (a)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	Twelve months from date of event	Destroy after 12 months	No	Employees only	Electronic file Paper document
9	Event Evaluation Form	Personal opinions given on a form about the event attended	This is for monitoring purposes as well as to be able to contact people with further related and consented information about particular subjects	Locked filing cabinet	Adminrator and Community Support Officer	No	Only accessible by HWH staff	Yes	Section 1 (a)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight/feedback Engagement Enquiries	Twelve months from date of event	Destroy after 12 months	No	Employees only	Electronic file Paper document
10	Expense Form	Contains personal details of where and when a person has been somewhere in line of their work or volunteering with Healthwatch. Will contain bank details	To monitor expenses of the organisation	Held electronically and in locked filing cabinet	Company Secretary	No	Only accessible by HWH staff	Yes	Section 1 (a)	None	Not applicable	Volunteer Employee Board Member	Insight	Until the end of the sixth tax year following the payment.	Destroy at end of 6 years	No	Directors	Electronic file Paper document
11	Timesheet	Contains personal details of time spent by employees on Healthwatch activity	To monitor time spent on Healthwatch activity by employees	Held electronically	Company Secretary	No	Only accessible by HWH staff	Yes	Section 1 (a)	None	Not applicable	Employee Board Member	Insight	Until the end of the sixth tax year following the payment.	Destroy at end of 6 years	No	Directors	Electronic file
12	Consent Form	Contains personal details of the service user	Necessary to be able to contact external providers on behalf of the service user	Locked filing cabinet	Administrator	No	Only accessible by HWH staff	Yes	Section 1 (b)	Ethnicity Religion Health	Section 2 (a), (d) & (g)	Public	Insight	At least twelve months from receipt but no more than 24 months after last used for action	Destroy not less than 12 months after receipt nor more than 24 months after last used	No	Directors and employees only	Electronic file Paper document
13	Declaration of Interest	Contains personal details of the person	Necessary to ensure no conflict of interest within the staff and business	Locked filing cabinet	Chairman or Company Secretary	No	Only accessible by HWH staff	Yes	Section 1 (a)	Membership	Section 2 (a), (d) & (g)	Volunteer Employee Board Member	Insight	Indefinitely	Do not destroy	Yes	Directors and employees only	Electronic file Paper document