Questionnaire

Intro

Identify information assets

- What systems do staff in your team have access to which contain personal data? Identify both IT systems, information on shared drives, and paper records. Mention those identified in initial questionnaire and see if there are any others.

Questions for each information asset

1. Name of the asset
2. Identify the information asset owner (i.e. who has responsibility for it, understands what is held, what is added/removed/transferred, who has access and why) – may not be someone from the team in question
3. Is there a joint controller? If so we need their details
4. What are the purposes of processing undertaken using this asset (choose as many as are applicable from the list)?
5. What is the legal basis for processing (i.e. which of the categories does it fit? Was information obtained with consent? Is there a contract in place?)
6. What categories of data subject are included in the data (choose from list)?
7. What categories of personal data are included (choose from list)?
8. Does the data include material classed as sensitive personal data (choose from list)?
9. Is the data shared with or transferred to anyone (choose from list)?
10. Is the data transferred to a third country or international organisation (i.e. outside the EU)?
11. Is there a retention policy for data stored in this information asset (choose the most appropriate category from the list)?
12. What technical and organisational security measures are in place to keep the data safe (choose from list)?
13. Where is the data obtained from?
14. Is the data collected on the basis of consent? Is a record of that consent kept?
15. Is information about how data is used provided to the DS? What information? What provisions are in place to ensure the data remains accurate?
16. How much personal data is contained in this asset, i.e. how many records does it contain (choose from list)?
17. Where is the server located?
18. Who is the server operated by?
19. What is the classification of the information in this asset (choose from list)?
20. Is there a data processor? If yes, fill in details
21. Are there any sub-processors? If yes, fill in details
22. Has a privacy impact assessment been completed for this asset?
23. Is a privacy impact assessment necessary for this asset? (criteria? Depends on risk score?)

Categories of Personal Data	Name of System					
Name						
Nationality						
Country of birth						
Country of domicile						
Full postal address						
Telephone number(s)						
Email address						
Photograph						
Student Number/Staff ID						
Screen name or online alias (e.g. Twitter username)						
Current school and school year						
Previous school history						
Subject area of interest						
Intended year of entry						
Full qualification history						
Fee status						

Employer details						
Job title						
Work experience						
Whether related to current member of UEA staff						
Application forms						
Visa details						
Copies of passports						
Bank or building society account details						
Salary and grade details (including data held on staff organograms)						
Superannuation details						
Records concerning appraisal, training and the HERA role-analysis programme						
Sickness and other absence details						
Proceedings relating to promotion						
Contracts or terms and conditions of employment						
Correspondence between the person and UEA						
Correspondence, such as references, between UEA and third parties						

Records of grievances					
Investigations into breaches of terms and conditions of employment					
Records of disciplinary proceedings					
Health and safety records (including accident reports)					
Workload, work allocation					
Audio and/or video recording					
Module evaluation data					
Card access data					
Details of courses, enrolments, timetables and room bookings , marks and examinations					
Information about engagement with university services (e.g. library, careers)					
Next of kin details					
Information relating to prevention/detection of crime, safety and security					
Equal opportunities monitoring					
Information relating to the provision of advice, support and welfare					
Whether a young carer					

Whether a care leaver						
Household income						
Doctor contact details						
Medications taken and current medical treatment						
Disabilities						
Allergies						
Additional requirements to enable reasonable adjustments						
Personal Emergency Evacuation Plan (PEEP)						
Criminal convictions						
Dietary preferences						
Shoe size						
Accommodation preferences						

Purposes of Processing	Name of System					
Fulfilment of legal obligation (please specify)						
Equality monitoring						
Monitor compliance with visa terms						
Marketing						
Fundraising						
Industry benchmarking						
Monitoring or identification of location or activity						
Ensuring safety and wellbeing						
Administration of University central and support services						
Attendance, absence and sickness monitoring						
Monitoring and evaluating opinions and experience (e.g. via surveys)						
Facilitating payment						
Performance review, inc. promotions and investigations						
Review and monitoring of research activities						

Administration of teaching, examinations and research activities					
Monitor and benchmark effectiveness of University teaching and research					
Ensuring compliance with University rules and regulations					
Fulfil statutory reporting requirements					
Aiding student employment (e.g. ambassadors; careers service)					
Student recruitment and outreach					
Validating educational records					
Ensuring accuracy and accessibility of records					
To assess suitability for study and / or employment					
Record financial transactions					
Record attendance at events					