

DATA PROTECTION QUESTIONS FOR THE INFORMATION ASSET REGISTER

1. Does this asset hold personal data?
2. Does this asset hold sensitive personal data?
3. Identify whose personal data it is (categories of data subjects)
4. What is the purpose of the processing activity?
5. Retention period for the data, in years
6. Categories of personal data contained in the system (*for example names, addresses, bank details*)
7. Identify who you share the data with, if anybody, and give reasons why they need it
8. Is the data being collected for statutory purposes?
9. If the data is not being collected for statutory purposes, describe the legal basis for processing
 - For the performance of a contract with the data subject
 - For compliance with a legal obligation
 - To protect the vital interests of a data subject or another person
 - For the performance of a task carried out in the public interest or in exercise of official authority vested in the data controller
 - In pursuance of the legitimate interests pursued by the data controller or a third party
 - Through the explicit consent of the data subject, where reliance on consent is not prohibited by law
10. *The following ones only display and are additional for collecting and storing sensitive data only, where sensitive data is set to 'yes'*
 - To carry out obligations under employment, social security or social protection law
 - To protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent
 - To process data which is manifestly made public by the data subject
 - To process data necessary for the establishment, exercise or defence of legal claims
 - Processing is necessary for reasons of substantial public interest which is lawful and proportionate to the aim pursued and with appropriate safeguards
 - Processing is necessary for the purposes of preventive or occupational medicine, for assessing the working capacity of the employee

- Processing is necessary in the interests of public health
- Processing is necessary in the interest of statistical analysis in accordance with Article 89 of GDPR, of scientific or historical research
- Processing is carried out by a not-for-profit body such as a trade union relating only to the membership

11. Do you have Information Sharing Protocols/Data sharing agreements in place? If so add them here
12. Are the data subjects routinely referred to or provided with the relevant privacy notice?
13. Has a Data Protection Impact Assessment been carried out? If so, add it here
14. Is the data transferred abroad outside the EEA? Provide information if so