

INFORMATION AUDIT FORM

Please give as much detail as possible about any set of information that you hold. It could be files, documents, records, databases, spreadsheets; and it could be in any format, hard or soft copy.

Please complete a new form for each set of information.

Your School / Office Name	
Unit within School / Office (if appropriate)	
Person responsible for keeping the information (name & job title)	
Where the information came from / originated (if different from above)	
Detailed description of the information	
Purpose for keeping the information (e.g. staff admin, student admin, marketing, financial, statistical, research, etc etc.)	
Format e.g. paper, electronic, database, spreadsheet, disk, CD, video, photo (could be more than one)	
Location e.g. School Office, School shared drive (give both if more than one format)	
What dates does the information cover? i.e. how long have you been holding this information? How many years/months ago did you start collecting it?	
Are you aware of a statutory requirement to keep this information? For how long?	
If not, how long would you like to keep the information for?	
Is the information disposed of at the end of its use? If so, how?	
If the information you hold is personal data, i.e. it is about, or contains information about, an individual (could be staff, student or an external person), please answer the following questions. If you have a form which is used to collect personal data, please provide a copy of that form.	
Who is the information about? E.g. staff, student, other: please give as much information as possible.	

What information is held? E.g. contact details, marks or progression, meetings about the person, biographical data, sickness, salary, etc. etc.	
Does any of this information fall under the category of sensitive personal data? (Please specify) i.e. Racial or ethnic origin Political opinions Religious beliefs or beliefs of a similar nature Membership of a trade union Physical or mental health or condition Sexual life An offence or alleged offence Proceedings for any offence or alleged offence, or sentence of court	
Does the person whose information you hold know that it is held? Have they been informed? Have they signed a consent form? (Please provide as full detail as possible.)	
Is the information subject to automatic decision-making? (i.e. without human intervention)	
Is the information disclosed outside the university? If so, to whom? (If it is abroad, please state which country.)	
Do you have any method for checking the accuracy of the information held, at regular intervals? Please give details.	
Please provide the following detail about the information that you hold, whether it is personal data or not.	
What security arrangements, if any, do you have for the location of the information? (Both hard & soft copy.)	
Is the information made available on our website, and if so, is it Intranet only or available to all?	
If not available, is there any reason why it should not be?	

Name.....

Contact details.....Date.....

Please return this form to Lucy Fincham, Records Manager, MG QA282,
l.k.fincham@gre.ac.uk