

## Processing, Personal Data and Data Subjects

<b>Processing Application</b>	RAFTS
<b>Subject matter of the processing</b>	Record management for the cataloguing and searching of physical records and assets as well as the storing of electronic copies of files.
<b>Duration of the processing</b>	Data is retained until the destruction of the physical asset or the deletion of the electronic copy. After the destruction of the asset data relating to the asset, but not its contents, are retained indefinitely for audit purposes.
<b>Nature and purposes of the processing</b>	<p>The nature of the processing is directly input by records managers.</p> <p>The purpose of the processing is to track existing physical files and assets in onsite and offsite storage locations.</p>
<b>Type of Personal Data</b>	Names of information owners and their organisations.
<b>Categories of Data Subject</b>	Files and assets held by the council or service.
<b>Plan for return once processing is complete</b>	<p>Data archival and removal is the responsibility of the data controller (the client).</p> <p>When the contract is complete, current data is returned to the client as csv files.</p>