

Data Mapping Quick Guide

What is data mapping and why?

- To comply with our new Data Protection responsibilities we must be able to document how we use and manage personal data. This takes the form of a register of our data processing activities and assets (together these form what is known as an Information Asset Register).
- Data mapping helps ensure you understand all the data you collect/use and the systems used to store it. Data mapping also helps establish where data is obtained from, who it is sent to, the types of data contained within, and how long the data is retained for.
- Data mapping helps visualise all your data flows and enables you to check what you need to do to make sure that the data you collect and use is GDPR compliant.
- The University uses specialist software (OneTrust) to document the data mapping process. This is being used to formally document information on processing activities and assets. This guidance is designed to help you understand how to identify your processing activities before you use OneTrust.



Processing activities:

- A processing activity is the reason why you collect, use and manage an individual's personal data. You must ensure that your list of processing activities is sufficiently granular to reflect the different ways in which you use data.
- When considering processing activities think about: why you have collected the information in the first place; what the data includes; how exactly you use it; what is the basis on which you are processing it; and who is that information shared with etc.
- All data processing activities need to have an agreed 'owner'. This will be a named individual who takes overarching responsibility for that activity.
- To help identify your processing activities consider the various functions of your team (what your service/team is there to do), and the business processes you carry out (how you do it).
- It can also be helpful to consider any documents that you frequently generate which might form part of a data processing activity.

Assets:

- Assets are the systems or locations where data collected as part of a processing activity is stored.
- Assets are often an IT system (such as SAP or SITS) but might also be a physical store location such as a filing system (e.g. a filing cabinet) or storage warehouse (or a third party provider).
- Many Assets will be the responsibility of IT Services, however there may be individuals in departments/divisions who have more in-depth knowledge of these systems/locations.



Completing the data mapping template:

- Only data processing involving 'personal data' required capturing in this template. If some of your activities do not involve personal data then you do not need to include these in your return.
- Completing the data mapping template is the first step to identify your data processing activities and any associated assets. This template will be imported in to OneTrust and will then form the basis of any follow-up questionnaires that are issued.
- Capturing 'Processing Activities': In **Column A** you should describe the reasons why you are capturing data (e.g. a research study to investigate XXXX). In **Column B** you will need to select 'data processing activity' from the drop down options. You should then select the appropriate organisational unit (i.e. your section or department) that the activity relates to. You will finally need to complete **Column E** with the name of the individual who will know the most about the activity (this needs to be a named individual rather than a role). You do not need to complete **Column D** for 'processing activities'
- Capturing 'Assets': As well as the reason why you capture data you'll also need to record any systems/locations used to store data. This might be an IT system you use (such as a database), a location on the X:Drive or personal inboxes, and hard copy files. To record these you should follow a similar process to that described above, except this time you'll class these as 'Assets' from the drop down in **Column B** and also complete **Column D** with the location that the data is stored in.
- Please remember that each data processing activity will likely have an associated asset and vice versa (a completed template should not contain only assets, or only processing activities)
- Once completed please email the template to dij11@le.ac.uk

A	B	C	D	E
Description	Asset/Activity	Managing Organization	Hosting Location	Information Owner
<i>Please describe the asset or processing activity - this will be the name that OneTrust uses to identify your asset or processing activity</i>	<i>Please select from drop down options whether it is an asset or processing activity</i>	<i>Please select from drop down options which organisational unit the asset/processing activity relate to</i>	<i>For any assets please select where that asset is located. You do not need to complete this for processing activities</i>	<i>For assets and processing activities please provide the name of the 'owner' of the activity or asset who will then receive follow up questionnaires</i>
Managing and supporting staff in the Library: Resources and Information Division	Processing Activity	LIBRARY: Resources & Information		John Smith
Hard copy personnel files	Asset	LIBRARY: Resources & Information	United Kingdom	John Smith
Research project investigating attitudes to smoking in adults in the United Kingdom	Processing Activity	SS/MC: Sociology		John Smith
Secure project folders on R:Drive	Asset	SS/MC: Sociology	United Kingdom	John Smith

The next steps:

- Once you have completed the data mapping template email this to the Records Management Service (email dij11@le.ac.uk). If you require any support in completing the template or would like a workshop arranged to support this please contact the Records Manager to arrange this.
- Once your template has been completed it will be imported into OneTrust and follow up questionnaires will be sent out to nominated 'information owners' according to a pre-arranged schedule.

Further information:

- If you need further information or have questions about data mapping please email the Records Management Service on dij11@le.ac.uk.
- Further guidance data protection legislation is available at: <https://www.le.ac.uk/gdpr>

