

AssetNumber	AssetTitle	Description	StorageLocation_Id	RetentionSchedule
00001P	Scottish Government finance system	Packaged finance system (Oracle Financials) and ancillary systems (facilitating banking, payments, system administration and development) operated and supported by the Scottish Government	Business application	7 Years
00002P	Scottish Government Financial Services Division documentation	Supporting documentation of the Division responsible for the operation and support of the Scottish Government finance system, SEAS, and ancillary systems	Business application	7 Years
00035P	DPEA hard copy case files	Paper based case files containing all documentation relating to a case.	Physical files (non electronic)	2 Years
00036P	DPEA eRDM case files	Official record of all DPEA case work	eRDM file/document	2 Years
00037P	DPEA eRDM non case work files	Management planning, administration, IT, finance, resourcing, business planning, training and development	eRDM file/document	2 Years
00038P	DPEA operational files	Working files, templates, finance, post decision correspondence, staff information,	Network drive/folder	2 Years
00084P	The Scottish Procurement Information Hub	The Scottish Procurement Information Hub is a sophisticated analytical tool which allows procurement professionals to determine how much they are spending on external goods and services from 3rd party suppliers and identify collaborative opp	Business application	10 Years

00086P	Public Contracts Scotland - Tender	Public Contracts Scotland - Tender provides buying organisations with a set of web-based collaborative procurement tools which include eTendering, eEvaluation and eAuction functionality whilst also increasing collaborative working practices. This all	Business application	10 Years
00100P	Monitoring Control and Surveillance System	Database for enforcement and monitoring Fisheries and Marine activity	Business application	2 Years
00119P	Non Executive Directors papers	Papers related to the Scottish Government's NXD network meetings; and associated expenses and papers relating to review of NXD arrangements	eRDM file/document	2 Years
00128P	Antibody Unit database of customer details	Antibody Unit customers and their order history.	Network drive/folder	Indefinite
00129P	Bee Diagnosis Database	Bee disease diagnostic database. Records of beekeeper's name, address, disease present and reports for customers of SASA's diagnostic service. Complemented by BeeBase, a UK database maintained by the Animal and Plant Health Agency.	Business application	Indefinite
00131P	Defra Expert Committee on Pesticide Residues in Food (PRiF) Pesticide Residues in Food Surveillance database	The database contains details of statutory annual EU and UK Pesticide Residues in Food surveillance program results and information about the test sample provenance. Test samples are acquired from various retail outlets located throughout the UK.	Business application	Indefinite

00132P	General Analytical Services database	SASA Chemistry Branch receives requests from a variety of clients for non-statutory chemical residue analyses that are aligned to either the Pesticide Residue in Food and Wildlife Incident Investigation Scheme surveillance program.	Business application	Indefinite
00133P	GM Inspectorate inspection data	Holds site information where accidental or deliberate releases of GMO crop plants have taken place in Scotland since 1990.	Network drive/folder	Indefinite
00150P	Pesticide Usage Information	National estimates of pesticide usage in agriculture, horticulture and stored produce.	Business application	Personal addresses and phone numbers deleted after 8 years.
00151P	Plant Health Diagnosis Databases - Quarantine Plant Pest (Entomology)	Paper records of samples received from members of the public, plant health inspectors, etc. on suspicion of presence of a quarantine plant pest. Date, location and identifications recorded. HMU samples to be recorded on new digital database.	Physical files (non electronic)	Indefinite
00152P	Plant Health Diagnosis Databases - Non-indigenous Pest (Pathogens)	Records of all samples submitted to the laboratory on suspicion of a non-indigenous pest. Samples are submitted from members of the public, plant health inspectors and scientists from botanical collections.	Network drive/folder	Indefinite
00153P	Plant Health Licences	Number of Plant Health licences issued annually for import and holding of prohibited material.	Network drive/folder	Indefinite
00154P	Potato Bacterial Disease Surveys	Details of farm holdings, crops sampled and results	Business application	Indefinite

00157P	Potato Quarantine Unit Importers Database	Details of quarantine testing of potato planting material from outside the EU before it can be released for planting in the UK. The Unit also acts as an off-shore potato quarantine station for New Zealand.	Network drive/folder	Indefinite
00159P	Scottish Landrace Protection Scheme donors data	Database of administrative data on the SLPS vegetable seed donors in Shetland.	Network drive/folder	Life of the Scheme
00160P	Seed Notification Scheme	Voluntary scheme. Declarations from Seed Merchants, Processors and Packers regarding whether they are importing seed directly into Scotland.	Network drive/folder	7 Years
00161P	Seed Potato Unified Data System	Seed Potato Unified Data System	Business application	Life of the scheme, or review after 10 years.
00162P	Vertebrate Pest Survey	Information on bird and mammal pests. Data contained: Pests identified by farmers and reasons why they are considered to be a pest; whether the pests are controlled by the farmer and if so, the methods used; farmer's ranking of top 3 pests.	Network drive/folder	Indefinite
00163P	Wildlife Incident Investigation Scheme – Scotland database	The WIIS has responsibility to investigate suspected poisoning of vertebrate wildlife, pets, livestock and honeybees when the circumstances indicate that pesticides or biocides may have been involved.	Network drive/folder	Indefinite
00168P	SASA Image Bank	A digital archive of images depicting both historic and current work of SASA and related organisations.	Business application	Indefinite

00192P	Information relating to housing assets (partly) owned by Scottish Ministers	Databases and files detailing individual loans and investments. Includes names, addresses, asset value, % asset owned by Scottish Ministers, dates asset purchased, etc. Includes Home Loans, HA Loans, shared equity, and other investment initiatives.	Business application	2 Years
00193P	Standard Securities and Title Deeds relating to housing investments and grants	We hold Standard Securities relating to housing grants and Title Deeds for some properties which we have an investment in.	Physical files (non electronic)	2 Years
00203P	RBS Compliance	Registered Buyers and Sellers Compliance Database	Business application	2 Years
00204P	CCTV - Server Documentation	Project to store video data on server.	eRDM file/document	2 Years
00206P	UK Cross Checks System	Fisheries Cross Check System	Business application	2 Years
00208P	IFISH	Warehouse of UK Sea Fisheries data combining that coming from FIN (Scottish Fisheries database) and FAD (other UK Fisheries database)	Business application	2 Years
00210P	FFA Contacts Database	List of contacts for communications branch	Business application	2 Years
00211P	RBS Registration	Register of Buyers and Sellers Database	Business application	2 Years
00217P	Building Standards Division Stakeholder Databases	Details of key stakeholders, such as LAs, Scheme Providers and industry.	Business application	2 Years
00221P	European Fisheries Fund Grant Database	For managing the approval, setting of funding level, and payments of the EFF Grant process	Business application	10 Years

00228P	Marine Scotland - RIPSA - Central Record of Authorisations - DSA	Record of directed surveillance authority applications and authorisations for covert surveillance	Network drive/folder	2 Years
00229P	Marine Scotland - RIPSA - Central Record of Authorisation - CHIS	Record of applications for and authorisation to use covert human intelligence sources CHIS	Network drive/folder	2 Years
00230P	Record of Summary Casework and reports to the Procurator Fiscal	Information on reports from frontline officers which are submitted to the unit with a view to being reported to the Procurator Fiscal - contains offender details	Network drive/folder	2 Years
00258P	SRDP Case Files	Physical and electronic case files submitted online for subsidy, their proposals, assessments and decisions made.	eRDM file/document	2 Years
00276P	Horticulture & Marketing - Fruit & Vegetable Inspections	Database holding a list of fruit and vegetable traders in Scotland and associated results from conformity checks made by inspectors.	Network drive/folder	Indefinite
00277P	Horticultural Nurseries	Contains inspection data in relation to plant health controls for import, export, plant passporting and monitoring activities for businesses and individuals.	Network drive/folder	Indefinite
00298P	Plants health disease outbreaks	Information on plant health outbreaks, both historical and current	eRDM file/document	Indefinite
00302P	GMO 'Contained Use' files	Electronic and physical file containing details of applications for 'contained use' research	eRDM file/document	Indefinite
00349P	School Pupil Census	Individual level school pupil census	Business application	Indefinite
00350P	Attendance, Absence & Exclusions	Attendance, absence and exclusions data	Business application	Indefinite
00354P	Child Protection	Child Protection annual individual data collection	Business application	Indefinite
00356P	Grant Aided Special School Pupil Census	Grant Aided Special School Pupil Census	Business application	Indefinite

00359P	Looked After Children	Looked After Children	Business application	Indefinite
00360P	School Leavers Destinations	School Leavers Destinations	Business application	Indefinite
00364P	Secure Accommodation Census	Secure Accommodation Census	Business application	Indefinite
00367P	School Staff Census	School Staff Census	Business application	Indefinite
00371P	Children and Families Analysis Files	The main repository for our data and analysis work, as well as code and other publication-related work.	Network drive/folder	Indefinite
00372P	Children and Families Analysis SAS Files	Data held on SAS server relating to our statistical publications.	Network drive/folder	Indefinite
00375P	Rural Payments and Services	System to support administration and control of payments under the EU Common Agricultural Policy and other rural development schemes in Scotland. Contains information in following domains: Customer; Government; Land; Animal; Scheme; Interaction.	Business application	tbd
00380P	Paying grants and subsidies: International relations	Details of grants paid and funding provided by teams in International Division.	eRDM file/document	2 Years
00383P	Scottish Affairs Office Washington	All documents for the Scottish Affairs Counsellor for the Americas' office including arrangements for Scotland Week, speeches, Ministerial briefing, budget monitoring and local management. Please note that this asset is held on the Washington British	Business application	2 Years

00384P	Scottish Affairs Office Beijing	All documents for the First Secretary for Scottish Affairs in China's office including personal staff documents, briefing and correspondence, local information, and visits and events. Please note that this asset is held on the Beijing British embassy	Business application	2 Years
00388P	SASA ITS Service Desk	Database of IT support requests, IT change management records, software and hardware assets and maintenance contracts.	Business application	Indefinite
00389P	SASABugz	Database of software bugs, feature requests and enhancements.	Business application	Indefinite
00390P	SEEDS database	Manages all aspects of the seed certification scheme and provides a data entry system for registration of seed sample details, test data and test reports for the purposes of seed certification, enforcement and advisory testing.	Business application	Indefinite
00393P	SASA Quality System Documentation	Documentation relating to the two quality systems in place at SASA - ISO 9001:2015 and ISO 17025:2017. Electronic documents held on Q-Pulse and paper formats within Branch.	Business application	Will depend on nature of the document.
00394P	Insight	Benchmarking data for schools, including pupil characteristics, leavers, attainment	Business application	Indefinite
00432P	Low Carbon Infrastructure Transition Programme: Project Database	Database containing information on LCITP projects, including details of private, public and third sector organisations, project information and details of project finance	eRDM file/document	5 Years

00440P	Scottish Survey of Literacy and Numeracy (SSLN) SAS datasets	SSLN SAS datasets (assessment data, questionnaire data, survey weights)	Network drive/folder	Indefinite
00441P	Scottish Survey of Literacy and Numeracy (SSLN) files	Scottish Survey of Literacy and Numeracy linked spreadsheets	Network drive/folder	Indefinite
00447P	Scottish Household Survey and associated datasets	Survey data comprising information on a sample of Scottish households covering a range of topics including income, transport, housing, culture and sport participation, internet access, health, etc. The SHS also comprises a physical survey of dwellin	Network drive/folder	Unlimited
00448P	Saltire Intranet	The Saltire intranet, which contains corporate information, news and the staff directory. Saltire is based on an on-premises SharePoint 2013 platform	Business application	2 Years
00454P	School Closure Decision Representations	Stakeholders can send in representations to Scottish Ministers in a defined three week period if they wish a school closure decision to be called in for further investigation.	eRDM file/document	5 Years
00478P	Ministerial Engagements Database	Database for Ministerial Private Office staff to record Ministerial activity including events, overseas travel and gifts they have received (archived and replaced by proactive release database)	Business application	In line with public record keeping
00483P	HMU Online	Online applications for plant health services in relation to imports, exports and plant passporting. Records inspections and other activities in relation to plant health monitoring and surveillance. Issues/stores documentation.	Business application	Indefinite

00488P	Criminal law policy files	Information relating to policy development in the criminal law.	eRDM file/document	2 Years
00509P	Casework files for compensation for a miscarriage of justice	Files containing information relating to applications made for compensation following a miscarriage of justice under the statutory and ex-gratia schemes operated by the Scottish Ministers.	eRDM file/document	5 years
00563P	ROCAS	Personal details - Name, address, telephone number and National Insurance numbers of Housing Benefit and Regulated tenants.	Business application	7 Years
00564P	Compass	Information relating to fishing activity, landings, sales, licensing, vessels, buyers, sellers, surveillance, infringements.	Business application	Undefined
00565P	European Maritime and Fisheries Fund	For managing the applications, approval, setting of funding level and payments with respect to the European Maritime and Fisheries Fund grant scheme.	Business application	10 years
00594P	Primary Care Division - General Ophthalmic Services, Policy Budgets and Regulations Part 1 (20014-2016)	Ministerial meetings, ophthalmic list sanctions and removals, optometry core brief, good cause refunds, media enquiries, submissions, legislation, project papers.	eRDM file/document	2 Years
00601P	Primary Care Division - Ministerial Correspondence 2014 to 19	FMQ's, Briefings, letters, MACCS, general enquiries, complaints, PQ's, restricted lists, submissions.	eRDM file/document	2 Years
00604P	Primary Care Division - GP Family Doctor Policy 2016 to 21	Cessation of rubella screening, GP earnings and expenses, health and care experience survey, patient opinion, core brief, RCGP documentation, TSC papers.	eRDM file/document	2 Years

00610P	Primary Care Division - Scottish Primary Care Information Resource Project 2015 to 20	cluster advisor group, data extraction papers/communications/invoices/media responses/submissions/presentations/procurement/PIDs and SPIRE.	eRDM file/document	2 Years
00629P	Primary Care Division - Restricted 2016 to 21	Personal files, SLA's, acknowledgements, responses.	eRDM file/document	2 Years
00676P	Wildlife Crime Casework Files associated with fumigation, traps or snares	SASA Wildlife Management Unit may undertake field investigations of suspected illegal fumigation incidents. They may also examine traps and snares, either physically or via photographic evidence, to provide an opinion on their legality.	Network drive/folder	Indefinite
00677P	Licence application Casework Files associated with vertebrate pest control	SASA Wildlife Management Unit may be asked to comment on licence applications to kill or take certain bird or mammal species that are protected under various pieces of legislation.	Network drive/folder	Indefinite
00678P	Outbreak of notifiable disease. Files associated with vertebrate pest control on Infected or Dangerous Contact Premises	SASA Wildlife Management Unit may be asked to control vertebrate species that are considered vectors or reservoirs of disease, during an outbreak of a notifiable disease.	Network drive/folder	Indefinite
00720P	SST Database	List of SST members, contact phone numbers, grades, security clearance, experience, training, availability	Business application	2 Years
00721P	Security Incident Management System	For the reporting and retention of security related incident information	Business application	Indefinite

00729P	Chief Nursing Officer's Directorate (CNOD) eRDM files	Directorate's files including nursing, midwifery, allied health profession and health scientists; healthcare associated infection and anti-microbial resistance, and regulation of healthcare professionals	eRDM file/document	standard release as per NRS record keeping
00730P	Local Budget Spreadsheets - Internal Audit Directorate	Spreadsheets containing cost forecasting against budget for the IAD. Contains personal information including names of individuals and associated salaries. Important to the IAD to enable planning of spend.	eRDM file/document	2 Years - required to inform forecasting in successive budget cycles.
00737P	Horizon Library Management System (Vendor is SirsiDynix)	Records all library loans and serials check-in details for Scottish Government and Agency staff	Network drive/folder	Indefinite
00742P	Aquadat	For storing and reporting on business details, site details and case records relating to fish and shellfish farms in Scotland.	Business application	For the life of the fish farm.
00744P	National Salmon Catch Database	For storing, management and reporting on catch & effort data from all known salmon and sea trout fisheries (1952-present)	Business application	Indefinitely
00749P	Honours Database	records of nominations for a UK Honour. Section 7 of the DPA 2018 applies. Read also Para 6 of Part 2 of Schedule 1, Para 13 of Part 2 of Schedule 2, Section 20(2) and Para 6 of Schedule 11 which covers exemptions under the new GDPR	Cloud storage	permanent

00750P	Royal Garden Party	records of applications to attend a Royal Garden Party at Holyroodhouse. Sec7 of DPA 2018 applies. See also Para 6 of Part 2 of Sch1, Para 13 of Part 2 of Sch2, Section 20(2) and Para 6 of Sch11 which covers exemptions under the new GDPR	eRDM file/document	1 year
00751P	Unicorn spreadsheet	records of attendees at special events. Sec7 of DPA 2018 applies. See also Para 6 of Part 2 of Sch1, Para 13 of Part 2 of Sch2, Section 20(2) and Para 6 of Sch11 which covers exemptions under the new GDPR	Network drive/folder	Permanent
00794P	Primary Care Division - Finance 2018-19	Payroll reports, admin expansion reports, invoices, journals, salaries	eRDM file/document	5 years
00797P	IP Cameras (ACC) System	A video management system for capturing recordings with no audio of SCOTS network infrastructure, transmitting recordings from IP Cameras across various SG sites	Business application	The server will hold recordings in the z:drive for 4 weeks and then overwrite the data. Any recordings saved will be saved to the c:drive with backed up to net backup
00800P	Integration and Reshaping Care Division various eRDM files for the different strands of work within the Division.	Various eRDM files for the different strands of work within the Division.	eRDM file/document	Retained on eRDM
00811P	mygov.scot web analytics data	Mygov.scot web analytics data - for Google and other analytic tools to use. Note: information abbreviated e.g. IP address before storage	Cloud storage	5 years

00815P	Role Model Database	Database providing facility to map skills against frameworks and identify and record training and development requirements.	Cloud storage	7 years
00816P	Galileo version 4.2 - Audit Information	Working documents, fundings and recommendations for audit and assurance activities undertaken by the IAD	Business application	As long as the information is current and relevant - ususally 3-5 years post audit. (EC work varies and can be up to 10 years post audit completion)
00817P	Mygov.scot Publishing data	Data in mygov.scot & beta gov.scot publishing. Contains soem names and authors	Business application	5 years
00820P	mygov.scot feedback	Mygov.scot feedback data - from user of site. Note that the data requested in NON personal but the response occasionally is	Business application	6 months
00821P	Historic European Funding Files - Internal Audit Directorate	Paper records for assurance work on historic European funding. These files must be retained until at least 6 years after the project which the funding related to has been completed.	Physical files (non electronic)	At least 6 years
00822P	Local Expenses Claims - Internal Audit Directorate	Records and documents stored as evidence for the authenticity of expense claims.	Physical files (non electronic)	5 Years from claim
00823P	Working Documents - Audits - Internal Audit Directorate	The working documents and evidence necessary for conducting and recording analysis and developing audit reports.	eRDM file/document	This can vary. The policy for retaining working documents and evidence following the completion of an audit is currently 3-5 years but it is tailored to the individual needs of the audit

00824P	Corporate Documents - Internal Audit Directorate	Various Corporate Documents, including: the Audit Charter, Strategy and Plans; the IAD Team Structure, induction pack and information, and; Templates, best practise examples and Guidance;	eRDM file/document	These are live documents which will be refreshed and maintained indefinitely
00825P	Quality Improvement Programme - Internal Audit Directorate	Working papers, terms of Reference and programme management documents relating to the IAD's ongoing quality improvement programme	eRDM file/document	Some documents may be retained for reference post the completion of the programme, in particular those of interest to external Audit
00827P	Procurement Documentation - Internal Audit Directorate	Tender documentation, Bid packs, Contracts and Invoices for goods and services provided to the IAD	eRDM file/document	Dependent on procurement regulations and length of contracts
00828P	European Funding Documents - Internal Audit Directorate	Documents created or reviewed in support of assurance work for European Structural Funding, European Maritime and Fisheries Funding or Common Agricultural policy funding.	eRDM file/document	Documents must be retained for at least 6 years after the project they relate to has been completed.
00902P	Primary Care Division - Advice and Policy : Primary Health Care	General Ophthalmic services, regulations, service reviews	eRDM file/document	01/04/2027
00939P	Workbench	Quality Management Software	Business application	25 years
00941P	Koha	Library management system	Cloud storage	30 years
00950P	Citizen Space	Scottish Government's consultation platform	Cloud storage	10 years

00958P	Blogging Platform	Wordpress site hosting all Scottish government blogs	Cloud storage	10 years
00959P	Dialogue App	Scottish Government ideation platform	Cloud storage	10 years
00960P	Feedburner	Email and RSS subscription service by Google	Cloud storage	10 years
00961P	Push Email System	System for creating and sending emails to a list of subscribers	Cloud storage	10 years
00969P	C-View consents management information system	Data relating to the administration of marine licence applications.	Business application	15 years
00970P	Seal Management System	For storing, managing and reporting on seals shooting licensing applications.	Business application	15 years
00989P	The Integration of the British Transport Police in Scotland into Police Scotland Consultation Hub	Consultation, responses and report	Hyperlink	Close 2024, archive 2034
01010P	Kronos time recording system	Time Recording System	Business application	3 years after staff member leaves
01017P	Financial Processing	Setting up details to process travel expenses for doctors/individuals attending CMO committee meetings. Involves obtaining bank account and address details of individuals concerned to pay travel claims. Stored in restricted erdm area.	eRDM file/document	As per financial system requirements for the minimum period.
01166P	Register of victims registered under the victim notification scheme for offenders with a mental disorder	Register containing contact details and preferences provided by victims to allow information to be provided under the CORO Victim Notification Scheme	eRDM file/document	As long as the victim is registered or as long as their data is relevant to the victim notification scheme plus 2 years.

01171P	Collection of files containing information provided by and communication with victims of offenders with a mental disorder	Files containing representations from victims and contact with victims as part of the administration of the CORO victim notification scheme	Physical files (non electronic)	While any victim for the offender is eligible for and remains registered under the Victim Notification Scheme plus two years after registration ends
01177P	Collection of electronic files about restricted patients	Files containing information about restricted patients for the purpose of managing such patients under the Mental Health (Care and Treatment) (Scotland) Act 2003	eRDM file/document	While Scottish Ministers have responsibility under the Mental Health (Care and Treatment) (Scotland) Act 2003 plus 10 years
01180P	Collection of paper files about restricted patients	Files containing information about restricted patients for the purpose of managing such patients	Physical files (non electronic)	While Scottish Ministers have responsibility under the Mental Health (Care and Treatment) (Scotland) Act 2003 plus 10 years
01285P	Variety Testing Address Database	Database of administrative data on vegetable and agricultural variety contacts.	Business application	Addresses retained whilst still active.
01287P	Aphids Online Database	Records (counts and dates) for daily (or weekly) catches of aphids from 11 Rothamsted suction traps located at sites within Scotland and England (3 current, 8 historic) over the period 1967-current.	Business application	Indefinite
01290P	Variety Testing Variety Databases	Database of administrative data on vegetable and agricultural variety reference collections.	Network drive/folder	Indefinite
01299P	Electronic Monitoring Contract and Service Delivery	Details of individuals subject to EM; this includes name, address, DoB & offence details	eRDM file/document	Contract + 5 years

01300P	Prison Policy : Scottish Prison Service (SPS) Operational issues : 2017-2022	File containing various submissions and correspondance from Scottish prison Service with regards to operational matters	eRDM file/document	5
01301P	Serious Incident reports	Reports from Social Work Scotland	eRDM file/document	2 years
01302P	Intensive Support Package	Forms completed for additional funding	eRDM file/document	7
01336P	Primary Care Division - Community Links Workers 2017-2022	Grant letters, advisory group, FMQ's, brief to Ministers	eRDM file/document	21/09/2018
01349P	Government Indemnity Scheme	Aplication and certificates issued under Government Indemnity Scheme and spreadsheets summarising the information, including the SG's current contingent liability	eRDM file/document	rolling 3 year period (no indemnity lasts over 3 years)
01353P	HM Fire Service Inspectorate: Administration 2017	personal information, salary details relating to SFRS Secondees	eRDM file/document	10 years
01362P	SG PECOS P2P System	The SG instance of a Purchase to Pay system used to place electronic purchase orders, record and pay invoices and manage the P2P process from beginning to end	External (third party) storage location	7 years
01397P	Medicines: Advice and Policy Patient Consent	Details of individuals medical conditions for which consent is being given by a member of the public to investigate a request for access to a particular medicine.	eRDM file/document	5 years

01399P	Access to New Medicines Review	File contains stakeholder organisation and individual members of the public responses to the Review, correspondence, briefing and meeting notes.	eRDM file/document	5 years
01402P	New Medicines Fund Individual Patient Treatment data	Contains spreadsheets on information on medicines requested for patients on an individual basis by NHS Board	eRDM file/document	5 years
01407P	New Medicines Fund	File contains confidential correspondence, briefing, submissions, notes and reports around calculations for the New Medicines Fund.	eRDM file/document	5 years
01415P	Litigation Division – Case and Advice files	Case and legal advice files relating to litigation by and against the Scottish Administration and the Lord Advocate	eRDM file/document	Ongoing
01416P	Licensing and supply of Medicines Advice and Policy file set	Files contain personal information regarding representations around issues on medicines . Contains information about the DH contract for the Essential Medicines Buffer Stock.	eRDM file/document	5 years
01417P	Primodos	Physical folder containing old papers and transcripts of old documents regarding the MHRA investigation into adverse effects associated with the use of Primodos.	Physical files (non electronic)	5 years
01447P	e-HR System	HR and Payroll system used for SG and other bodies that we currently provide Shared Services for.	Business application	Ongoing
01448P	OrgPlus System	Organisational Charting tool used by a small number of users in HR and the business.	Business application	Ongoing

01449P	Staff Directory System	System detailing staff contact information for SG, Shared Service bodies and other bodies.	Business application	Ongoing
01450P	Flexi System	System used by SG and Shared Services bodies staff to record there flexi.	Business application	Ongoing
01451P	eOvertime System	System used by staff to register overtime and travel time claims	Business application	Ongoing
01452P	User Productivity Kit System (Learn IT Online)	System used to provide help/guidance to staff on how to use HR systems including e-HR and Flexi.	Business application	Ongoing
01453P	HR Project Files	All documentation relating to previous on-boarding projects and current segregation project.	eRDM file/document	5 years
01454P	HR System Files	Documentatoin relating to HR systems including e-HR, OrgPlus, Vacancies Online, User Productivity Kit and System Testing.	eRDM file/document	5 years
01456P	SCS Access Database	Database contains information on every member of the SCS including name, date of birth, post, location, starting date in SG and in garde, starting salary and leaving date.	Network drive/folder	Indefinite
01457P	Senior Staff files on ERDM	Range of folders which contains personal information relating to the Senior Civil Service such as pay, performance, conduct and discipline.	eRDM file/document	Indefinite

01460P	DSCR - staffing - pivot table 2022-23	Excel spreadsheet which records the spend to date and profiled spend on staffing costs generated from BCLO reports	eRDM file/document	as per SG retention policy
01469P	The Employability Fund: Advice and Policy: Adult Education and Skills - Part 3: 2019 - 2024	MACCS cases which contain personal data and/or information.	eRDM file/document	2019-2024
01476P	Historic litigation claims files against Scottish Government and Scottish National Blood Transfusion Service (hard files). File references – NQL, NQH, NQZ, GDZ, NFC, NVY.	Files contain legal advice regarding historic court cases related to infected NHS blood products and other compensation claims. Contain confidential communications between lawyers and clients and sensitive personal data on litigants.	Physical files (non electronic)	10 years
01481P	Paper Pay files	Individual Pay files for current members of staff	Physical files (non electronic)	Ongoing
01483P	Leavers Pay files	Individual Pay files for previous staff	Physical files (non electronic)	Ongoing
01484P	PLU Databases	Databases of previous pay awards, part year workers and PTMG	Business application	Ongoing
01485P	Outlook	Emails from staff and external customers with personal queries	Business application	Ongoing

01488P	Pay Admin eRDM folders	Various information spreadsheets for current and historic staff	eRDM file/document	Ongoing
01492P	Education Maintenance Allowances (EMA) Grant Allocations	Grant allocation letters and claims for Education Maintenance Allowances (EMAs) as well as bank account and budget details.	eRDM file/document	2017-2022
01493P	Gluten Free Food Service	Contains some unpublished Survey questionnaire returns	eRDM file/document	5 years
01494P	Stoma Appliance Service	Seeking views from stoma nurses on the stoma appliance service.	eRDM file/document	5 years
01509P	HR Panel Packs	Papers relating to all HR Disciplinary, Fairness at Work, Performance and Attendance panels	eRDM file/document	6 months from date of panel conclusion
01510P	HR Fit Note	Details of staff medical conditions and fitness to work	Business application	1 year
01511P	Payroll Outputs	Monthly payroll reports	eRDM file/document	Ongoing
01512P	Electronic Fees	Monthly Fees Submissions for Payment	Network drive/folder	Ongoing
01520P	Logica Legacy Payroll Data	Employee payroll data from Logica Payroll System	Physical files (non electronic)	ongoing

01521P	Historic P60s	Books containing P60s for SG staff between 1973 and 1996	Physical files (non electronic)	Until members reach 100 years of age
01522P	Pensioner pay files	Individual Pay files for pensioners on SG payroll	Physical files (non electronic)	Until member reaches 100 years of age
01523P	Gemini Legacy Payroll Data	Employee payroll data from Gemini Payroll System	Network drive/folder	ongoing
01524P	Pension eRDM folders	Various pension and exit information for current and historic staff	eRDM file/document	Ongoing
01525P	DPP Databases	Databases of current and previous pension legislation and functions	Network drive/folder	Ongoing
01526P	Microfiche Data	Pay files for former Scottish Homes staff	Physical files (non electronic)	Ongoing
01527P	Central Authority Team	Information held in in relation to responsibility for dealing with applications under the Hagues Conventions	eRDM file/document	Up to 21 years
01528P	Appointments	Information held in relation to Public, Judicial and Tribunal Appointments	eRDM file/document	Maximum 10 years
01529P	Vaccination Transformation Programme	Files contain information in relation to the Vaccination Transformation Programme	eRDM file/document	10 years

01535P	Invite list for Scotland's place in Europe launch	List of names, organisations and email addresses	eRDM file/document	1 year
01536P	Invite list for Bute House press conferences	Names, organisations, email addresses and phone numbers.	eRDM file/document	1 year
01537P	Bid Grid	Interview requests for Ministers from journalists and media organisations	eRDM file/document	5 years
01538P	Photo pool guidance	Guidance for photographers	eRDM file/document	10 years
01539P	TV Pool guidance	Guidance for Television Cameramen and women	eRDM file/document	5 years
01540P	Education Correspondents list	List of journalists specialising in Education	eRDM file/document	10 years
01541P	Education policy and stakeholder list	List of education policy officials and stakeholders	eRDM file/document	10 years
01545P	Developing Legislation: Mental Health	Files related to the work of the Legal Protection Team within the Mental health Division	eRDM file/document	5 years
01546P	Advice and Policy: Mental Health	Mental Health Unit policy/strategy	eRDM file/document	5 years
01549P	Sponsoring Public Bodies	Folder containing files that relate to the sponsorship of public bodies such as the Mental Welfare Commission	eRDM file/document	5 years
01550P	Paying grants and subsidies	Finance information relating to the processing and payment of grants and subsidies	eRDM file/document	5 years

01551P	Committees and Groups	Correspondence relating to committees and groups such as Scottish Recovery Network	eRDM file/document	5 years
01552P	Research and analysis	Research and analysis for new projects such as Distress Brief Intervention	Network drive/folder	5 years
01553P	APEX IT System for Food Processing Marketing and Co-operation Grant Scheme Capital Projects	Application, claims and payments system	Business application	5 years after final claim made
01554P	APEX IT System for Food Processing Marketing and Co-operation Grant Scheme Non-Capital projects	Recording applications, claims and payments	Business application	5 years from final claim
01555P	Food Processing Marketing and Co-operation Grant Scheme 2006-2013 files	Hard copy files each project	Physical files (non electronic)	10 years from completion (likely 2025)
01556P	Food Processing Marketing and Co-operation Grant Scheme 2014-2020 Project Files	Hard copy files for each project	Physical files (non electronic)	5 years from project completion (likely 2026)
01557P	Food Processing Marketing and Co-operation Grant Scheme 2014-20: Scheme Applications: 2015-2020	eRDM folder containing Electronic records for applications	eRDM file/document	5 years from completion of project (likely 2026)
01558P	Engage Start	Software system used for Public appointment rounds	Business application	five years
01559P	Food Processing Marketing and Co-operation Grant Scheme: Case Reports: 2011-	Electronic records for applications and associated documents	eRDM file/document	10 years from final claim (likely 2025)
01560P	Public Appointments ERDM File	Sponsoring public bodies: Ambulance service	eRDM file/document	n/a
01561P	Food Processing Marketing and Co-operation - Claims - 2006-2013	Spreadsheet detailing dates of claim due, and payments made	eRDM file/document	10 years from completion of project (likely 2025)

01562P	Public Appointment ERDM Files	Sponsoring Public Bodies: Healthcare	eRDM file/document	n/a
01563P	Public Appointments ERDM Files	Sponsoring Public Bodies: Mental Health	eRDM file/document	n/a
01564P	Public Appointments eRDM Files	Sponsoring Public Bodies: National Health Service (NHS)	eRDM file/document	n/a
01565P	Public Appointments eRDM Files	Sponsoring public bodies: NHS Management	eRDM file/document	n/a
01566P	Public Appointments eRDM files	Sponsoring public bodies: Primary Health Care	eRDM file/document	n/a
01567P	Public Appointments eRDM files	Public Appointments: Casework (current file)	eRDM file/document	n/a
01568P	Public Appointments eRDM files	Public Appointments: Casework (closed file for historical reference)	eRDM file/document	n/a
01569P	Tobacco and Nicotine Vapour Product Retailer Register	Registration details of all retailers of tobacco and nicotine vapour products in Scotland	External (third party) storage location	none - live dataset, not historic
01570P	Public Appointments eRDM files	Public Appointments: Guidance and Procedures	eRDM file/document	n/a
01571P	Public Appointments eRDM files	Projects: Public Appointments	eRDM file/document	n/a
01572P	Food Processing Marketing and Co-operation - 2014-2020 - Claim Dates	Claim details and payment	eRDM file/document	5 years from final claim (likely 2026)

01573P	Food Processing Marketing and Co-operation - Applications spreadsheet (2006-13)	Details of application, assessment and grant awards	eRDM file/document	10 years from final claim (likely 2025)
01574P	Food Processing Marketing and Co-operation - 2014-2020 - Application and Assessment Tracker	application, assessment and grant award details	eRDM file/document	5 years from final claim (likely 2026)
01575P	Public Appointments eRDM files	Research and Analysis: Public Appointments	eRDM file/document	n/a
01576P	Culture Strategy feedback	Feedback from interested parties on strategy priorities	eRDM file/document	5 years
01587P	OSCR HR Files	HR annual appraisal files for the Office of the Scottish Charity Regulator (OSCR) Chair.	eRDM file/document	7 years
01588P	DPEA Public-I webcasting library	Film recordings of inquiry and hearing sessions run by DPEA	Business application	10 years
01592P	Council Tax Reduction	CTR extract holds individual-level data on CTR recipients. It is derived from administrative data held by local authorities for processing CTR applications.	Network drive/folder	20 years
01598P	Strategic Partnership Agreement - Health and Social Care Alliance	Strategic Partnership Agreement - between Scottish Government and Health and Social Care Alliance Scotland	eRDM file/document	7 years
01606P	Consultation papers and all associated responses	'Future of Forestry' consultation papers and responses	eRDM file/document	3 years
01607P	Culture Strategy Objective Folder	eFolder containing reports; correspondence; research; official record of strategy development	eRDM file/document	5 years

01608P	OCD Division Led Projects	Permission forms (previously called consent forms, changed mid 2019), database of contact details and research outputs (video, audio, transcripts) from participants in OCD. Details of these projects found in OCD Project register.	eRDM file/document	2 Years
01627P	European Structural Funds (ESF) 2014-20 Programmes - eRDM Files	Electronic files relating to all aspects of the ESF 2014-20 Programmes, including case files, policy files and desk instructions.	eRDM file/document	Dec-26
01632P	EUMIS - bespoke IT system for the 2014-20 European Structural Funds (ESF) Programmes	Electronic data relating to the individual ESF 2014-20 projects.	Business application	Dec-26
01655P	Outlook Contacts	Various colleagues, internal & external stakeholders, key contacts, PA's, IT information, friends and family	Outlook public folder	1 year
01656P	BMU Restricted File (Office/7654)	Current vacancies, DEXA L&D plan, DEXA Plan, Organogram, induction pack for new staff	eRDM file/document	5 years
01658P	Employment Law Legal Advice	Collection of files, documents and legal advice for Employment Law Branch 1 in Commercial and Business Services Division	eRDM file/document	Ongoing
01659P	Employment Law Legal Advice	Collection of files, documents and legal advice for Employment Law Branch 1 in Commercial and Business Services Division	eRDM file/document	Ongoing
01660P	Intercountry Adoption	Paper case files	Physical files (non electronic)	Indefinite
01664P	Access to Feminine Hygiene Products Advice & Policy	Contains submissions, PQ's correspondence and research in relation to access to sanitary products	eRDM file/document	10 Years

01665P	Food Poverty Advice & Policy	Contains all Ministerial briefings, submissions, research, correspondence and papers relating to food poverty	eRDM file/document	10 Years
01668P	Section 10 Annual Funding Scheme	Section 10 Annual Funding Scheme Data	eRDM file/document	7 years
01675P	Deaths of looked after and formerly looked after children and young people	ERDM containing information and correspondence relating to deaths of looked after and formerly looked after young people	eRDM file/document	10 years
01682P	Realigning Children's Services Wellbeing Surveys Data Set	This information asset provides the raw data sets collected as part of the Realigning Children Services evidence programme. It's function is to provide insights on the wellbeing of children and young people across Scotland for their view point.	eRDM file/document	12
01706P	Wildlife Crime Casework Files associated with suspected illegal poisoning	Testing of samples related to suspected wildlife crime incidents.	Network drive/folder	Indefinite
01714P	Safer Communities Division: Staffing and DRC Budget 2014 -2019	Finance folder	eRDM file/document	5 years
01715P	Safer Communities Division: Administration 2016 -	Admin Forms, Travel, Leave etc	eRDM file/document	1 year
01716P	Safer Communities Division: Finance: 2014 - 19	Finance folder	eRDM file/document	5 years

01731P	OSCR Public Appointment documents	Documents related to the recruitment and public appointment of trustees onto the Office of the Scottish Charity Register (OSCR) board.	eRDM file/document	7 years
01753P	Ports and Maritime Transport: Gourock-Dunoon Ferry Service: Feasibility study of a future passenger and vehicle service: Research procurement: 2012-2017	Correspondence and information related to the procurement of research	eRDM file/document	5
01805P	UK initiatives tracker	a log of all correspondence received by the Permanent Secretary from Whitehall colleagues, including the relevant UKG and SG lead official and details of the action taken.	eRDM file/document	Indefinitely
01806P	Strategic Board / Corporate Board minutes	Minutes of the meetings of the corporate boards that form the governance structure of the Scottish Government	eRDM file/document	In perpetuity
01807P	DG Assurance minutes	DG Assurance minutes	eRDM file/document	in perpetuity
01808P	DG people and finance minutes	minutes of the regular people and finance meetings held by DGs	eRDM file/document	in perpetuity
01809P	Letters of delegation	letters from the Permanent Secretary and Directors General delegating financial authority	eRDM file/document	in perpetuity
01810P	Certificates of Assurance	certificates of assurance of compliance with measures to ensure appropriate control of public resources.	eRDM file/document	in perpetuity

01811P	Travel and subsistence records	records relating to claims made for travel and subsistence reimbursement by DGs	eRDM file/document	in perpetuity
01812P	DG correspondence	letters issued by Directors General	eRDM file/document	in perpetuity
01813P	End Year Review records	records of end year review discussions carried out by DGs	eRDM file/document	in perpetuity
01814P	DG objectives	performance objectives for the Directors General	eRDM file/document	in perpetuity
01815P	Email archives	archives of emails sent and received by the DGs and their offices	Outlook public folder	12 months
01816P	360 degree feedback reports	copies of 360 degree feedback reports for Directors held by DG as their line managers	eRDM file/document	in perpetuity
01817P	OneNote records	copies of the papers provided to DGs to support their attendance at meetings	Business application	in perpetuity
01818P	DG visits	record of external visits undertaken by DG ECJ and ODO	eRDM file/document	in perpetuity

01822P	Staffing datasets extracted from eHR	staffing datasets, including details of employees, non-directly employed workers, their demographics and protected characteristics including periods of employment, sickness absence, annual leave, flexi time, assignment, grade, job.	Network drive/folder	To be retained in line with eHR data retention policy (employee age 100)
01823P	Payroll information datasets extracted from eHR/Oracle Payroll	pay datasets, including details of employees, salary history, tax and NI deductions, pension contributions, allowances and supplements, voluntary deductions, earnings arremstments	Network drive/folder	In line with eHR data retention policy (employee age 100)
01826P	Electronic papers relating to the Lockerbie bombing	Correspondence and papers relating to the Lockerbie bombing - specifically on the trial relating to the bombing and subsequent issues	eRDM file/document	25 years
01827P	Electronic papers relating to the Lockerbie bombing	Correspondence and papers relating to the Lockerbie bombing - specifically on the trial relating to the bombing and subsequent issues	Outlook public folder	25 years
01828P	Papers relating to the Lockerbie bombing	Correspondence and papers relating to the Lockerbie bombing - specifically on the trial relating to the bombing and subsequent issues	Physical files (non electronic)	25 years
01835P	Legal advice - LSLA	Legal advice	eRDM file/document	15 years
01844P	Support and Wellbeing One Note Database of Briefing	Contains details of all core briefs for entire unit	Business application	Indefinite - they are continually being updated. Individual briefs will be disposed of as and when they are no longer needed/ relevant

01845P	ASLIG Additional Support for Learning Implementation Group	Holds contact details of a variety of stakeholders	eRDM file/document	For as long as the work on Additional Support Needs is being carried out. Stakeholders will be deleted from the list as necessary if they are no longer involved with this policy area
01848P	Support and Wellbeing Casework Files for Section 70 and Independent Adjudication	Files containing personal and sensitive information about children and young people including medical information	eRDM file/document	If the information is no longer needed it will be securely disposed of
01855P	Lochaber/Project Poseidon and Strategic Industrial Projects folders	Files related to the daily policy/business management of the projects	eRDM file/document	Live documents
01861P	Scottish Procurement iBank	A database of procurement contacts and project updates and statuses	Network drive/folder	2 years
01876P	Mitrefinch Access Control System	Shared database with HR (Time and Attendance) Contains details of all personnel with access permissions (SBC) and working details for T&A (HR)	Business application	For the duration of contract or employment subject to annual review on access permissions
01881P	LEO data	LEO data, comprising of HESA, DWP, HMRC, apprenticeship and college data	Network drive/folder	3 years
01884P	Ministerial and Corporate Correspondence System (MACCS)	Corporate system for the handling of correspondence to Scottish Government and Government Ministers	Business application	In line with public record keeping
01888P	First Minister Correspondence	Collection of correspondence - replies from the First Minister not processed through MACCS	eRDM file/document	In line with public record keeping

01889P	Proactive Release Database	Database holding external ministerial engagements (including visits and dinners) and meetings with external stakeholders (including organisations, businesses and members of the public)	Business application	In line with public record keeping
01890P	Ministerial Diaries and Inboxes	Official Diaries and Inboxes (including contacts) for Scottish Government Ministers	Business application	In line with public record keeping
01891P	Early Learning and Childcare Data Transformation Project	The ELC Data Transformation Project has been developed based on recommendations set out in response to findings of a data consultation. It aims to improve the data gathered through ELC census and expand the analysis possible for this sector.	eRDM file/document	Indefinitely
01893P	Keri Access Control System	Contains details of all personnel authorised to enter/exit SG buildings and secure areas therein. Also a record of all such entries/exits	Business application	For the duration of contract or employment subject to annual review on access permissions
01894P	Security Vetting Database	Comprises electronic NSV and BPSS files. Contains personal information used to clear personnel for unescorted access to SG buildings and to access SCOTS & protectively marked information.	Business application	Indefinite
01895P	Security Vetting Files	Paper documents used for NSV & BPSS vetting procedures & record outcomes. Copies of physical security breach correspondence. Emails from candidates with PII documents attached and now created erdm files to store info too.	Physical files (non electronic)	Retention periods specific to level of clearance obtained. See relevant DPIA for retention periods.
01896P	Nuclear Stock Unit customer details	Nuclear Stock Unit customers and their order history.	Network drive/folder	Reviewed after 10 years

01900P	EU Funding - Advisory Services	Advisory services provided to management authority and bodies in receipt of european funding.	eRDM file/document	Documentation must be retained for 7 years following completion of projects supported by European funding.
01901P	European Funding - Site Visits	Records and analysis from site visits for projects receiving European funds (ESF, EMFF, CAP)	eRDM file/document	Seven years post completion of the relevant project.
01902P	ESF Audit Assignments	Documentation of audit work in relation to the Managing Authority, local authorities and other organisations which manage European funding	eRDM file/document	7 years post completion of relevant project
01905P	Galileo 4.2 - Staff Information	Management information relating to Staff performance, including timesheets	eRDM file/document	Dependent on HR practises for various categories of information
01906P	SCOTS Connect Customers - Emergency Contact List	This is a list of SCOTS Connect Customers which would allow us to contact them in an emergency situation with their IT. This list contains some personal mobile numbers and home telephone numbers.	eRDM file/document	This information will only be retained for as long as it is required. It is regularly updated and reviewed.
01913P	Housing Markets and Supply contacts database	contacts database	Network drive/folder	retention period is 5 years however data is updated regularly records are deleted at the request of the LA's or the person on the database so the retention period is somewhat shorter than the 5 year time period beyond useable life time of the data.

01914P	Records relating to payments for Landlord Registration	excel files and emails	eRDM file/document	file closes after 5 years, archived 10 years after closure
01915P	Landlord Registration website (landlordregistrationscotland.gov.uk)	On line website with associated records and data files	Business application	Retention periods will be in accordance with the agreed policy between the 32 Local Authorities and RoS and Scottish Government. time periods vary for different categories of data:- between 6 months to 5 years in most cases.
01916P	Register of Property Factors	Section 1(1) of the Property Factors (Scotland) Act 2011 places a duty on Scottish Ministers to prepare and maintain a register of property factors	Business application	Only information which relates to a current entry on the register and the immediate preceding entry is required to be retained. In effect information will generally be retained for a period of no longer than seven years.
01917P	Scottish Letting Agent Register - IT System	Digital registration system for those carrying out letting agency work including an online application; public register of registered agents; and admin portal for managing applications.	External (third party) storage location	Information on the public register 3 year registration period. Refused registration or had it removed details published for 12 months. Internal application data held for 7 years except for those refused or removed, which will be held for 10 years.

01918P	Right to Buy	36 erdm foders containing information relating to Right to Buy policy	eRDM file/document	5 years
01920P	Warmer Homes Scotland invoice file	File contains invoices from Warmworks which contain customers personal data including their names addressing and details of their qualifying benefits	eRDM file/document	10 years
01921P	Warmer homes Scotland - filemaker	Warmworks Scotland LLP store customer data on their filemaker system	Cloud storage	5 years after the contract ends
01922P	Registered Tenant Organisation Database	Contact details for registered tenant organisations across Scotland	eRDM file/document	Indefinitely, updated annually
01923P	Scottish Letting Agent Register	Information relating to those carrying out letting agency work including application form and related documents for administering the register and details of registered agents.	eRDM file/document	Information on the public register 3 year registration period. Refused registration or had it removed details published for 12 months. Internal application data held for 7 years except for those refused or removed, which will be held for 10 years.
01924P	FIN database	Sea fisheries licensing, recording of logbooks, landings and sales data	Business application	5 years
01925P	MS Intelligence Database	Intelligence information submitted to Marine Scotland	Business application	2 years
01946P	Local Budget file	Local Budget spreadsheets	eRDM file/document	5 year period
01948P	Transport documentation for fishery products	copies of transport documents for fishery products	Business application	2 years

01949P	IUU Catch Certificates	IUU catch certificates submission and validation	Business application	5 years
01953P	Planning and Quality: Henderson Independent Review: 2015-2020	information on an independent review	eRDM file/document	10 years
01956P	Planning and Quality : UK Rare Diseases Plan 2012-2017	eRDM File containing policy advice and correspondence relating to rare diseases	eRDM file/document	5 years
01957P	Planning and Quality : National Planning : Endometriosis Short Life Working Group	eRDM file containing policy advice and planning related to Endometriosis	eRDM file/document	5 years
01958P	Health Planning - National Planning - National Services Division (NSD) 2006-2011	eRD File containing policy advice, correspondence related to national planning for Health	eRDM file/document	5 years
01959P	Planning & Quality - National Planning - National Planning Forum 2015-2020	Police advice and communications relating to the National Planning Forum	eRDM file/document	5 years
01960P	Rehabilitation - rehabilitation equipment - wheelchairs - advice and policy - medical treatment - 2010-2015	Policy advice and communications, including MACCs cases, related to wheelchair provision	eRDM file/document	5 years
01966P	Electronic record of victims of offenders subject to a transfer for treatment direction or a hospital direction	Excel spreadsheet containing names, contact details and preferences provided by Scottish Prison Service to allow information to be provided to victims under the SPS Victim Notification Scheme	eRDM file/document	While the victim is eligible for and remains registered under the Victim Notification Scheme plus 2 years
01967P	Collection of files containing information provided by Scottish Prison Service and communication with victims of SPS Victim Notification Scheme	Files containing representations from victims and contact with victims as part of the provision of information to victims as part of SPS Victim Notification Scheme	Physical files (non electronic)	While any victim of the offender is eligible for and remains registered under the SPS Victim Notification Scheme plus 2 years
01973P	Bud1 Returns	SG data on staff within SG, where they are situated within their organisation and their grades	eRDM file/document	to be retained until no longer required

01974P	CSO Database	CSO Database with details of grant applications - This is the MS Access database held on the H drive – used by Tom Barlow and Alan McNairs teams	Network drive/folder	10 years
01975P	Application Records	Grant applications, fellowship schemes details, Scotland A REC members; including CSO Unit RU1 + RU2 forms - Various folders on erdm link to them can be found in this saved document A38077974	eRDM file/document	8 years
01977P	Administration Financial Records	SLA contracts and SLA invoices. Object ID qA1347738	eRDM file/document	8 years (file is from 2021-2026)
01981P	Survey questions on Stigma and Drug Dependency	These excel documents contain the survey data from questions on public attitudes to drug dependency. The survey was commissioned by the Scottish Government and conducted as part of the Progressive Scottish Opinion Survey by YouGov in March 2016.	Network drive/folder	Permanent
02014P	Achievement of Curriculum for Excellence Levels restricted statistics eRDM file	Achievement of Curriculum for Excellence Levels restricted statistics eRDM file	eRDM file/document	Indefinite
02016P	Achievement of Curriculum for Excellence Levels datashare area	\\s0177a\datashare\ED\schools\ACEL	Network drive/folder	Indefinite
02017P	Achievement of Curriculum for Excellence Levels SAS datasets	Achievement of Curriculum for Excellence Levels SAS datasets	Business application	Indefinite
02018P	School leaver attainment and destinations restricted statistics eRDM file	School leaver attainment and destinations restricted statistics eRDM file	eRDM file/document	Indefinite
02019P	School leaver attainment and destinations datashare area	\\s0177a\datashare\ED\schools\Leaver Destinations	Network drive/folder	Indefinite

02020P	School leaver attainment and destinations SAS datasets	School leaver attainment and destinations SAS datasets	Business application	Indefinite
02021P	Organ Donation Scotland Online Registrations	List of individuals who have registered to join the organ donor register via www.organdonationscotland.org	External (third party) storage location	10 years
02028P	Education Maintenance Allowance	information on students in receipt of EMA at Schools and Colleges	Network drive/folder	tbc
02029P	HESA Student Data	Data on students and qualifiers attending UK HEIs	Network drive/folder	indefinite
02030P	HESA DLHE	HESA Destination of Leavers from Higher Education data	Network drive/folder	indefinite
02031P	HESA Staff data	Information on the Staff employed at UK HEIs	Network drive/folder	indefinite
02032P	SFC FES	Information on Students attending colleges in Scotland	Network drive/folder	indefinite
02095P	ERDM: Marine Policy & Strategy: Sea Fisheries: All policy files connected with actions under the CFP	Sea Fisheries Division: ERDM files holding information relating to actions around implementation of sea fisheries policy & the CFP	eRDM file/document	indefinite -subject to periodic review
02114P	Local Energy Database	The databse contains information on all eligible applicants who have recvied support from the Scottish Government's Community and Renewable Energy Scheme (CARES)	External (third party) storage location	To comply with the grant awards, information is retained for up to 6 years from date of award
02115P	Contact details of Standing Council members	List of email addresses, home addresses and contact numbers of Standing Council on Europe members	eRDM file/document	To be reviewed every 12 months
02116P	Regional Economic Development	Meeting notes, correspondence and contact details	eRDM file/document	Ongoing

02118P	Scottish Business Pledge	Database and website	Hyperlink	Ongoing
02136P	eDevelopment	The eDevelopment service houses the ePlanning.scot and eBuildingStandards.scot portals	Business application	2years
02142P	Primary Care Division - Out of Hours Review on Skye 2018-23	Review and subsequent action relating to OOH in Skye	eRDM file/document	5 years
02144P	Primary Care Division - Out of Hours National Review Advice and Policy Part 2 2017-22		eRDM file/document	5 year
02147P	Primary Care Division - Scottish General Medical Services (2015-17) 2016 - 2021	Contract funding, bluebook, minutes, agendas briefs, negotiation papers	eRDM file/document	5 years
02148P	Primary Care Division - General Practitioner (Family Doctor) Policy (2016-18) 2016-2021	Contract Policy Development, inisterial briefings, and aggregate data on payments to GPs	eRDM file/document	5 years
02151P	Primary Care Division - General Ophthalmic Services, Policy Budgets and Regulations Part 2 (2016 - 2021)	Grants, proposals, funding, estimates, vouchers, negotiations, MACCS, board papers	eRDM file/document	5 years
02152P	Primary Care Division - General Ophthalmic Services - Community Eyecare Services Review 2016 - 2021	Press releases, SLWG, invitation to patient reps, low vision services, research papers	eRDM file/document	5 years
02154P	Primary Care Division - Primary Care Leads - Papers and minutes file part 2 2015-2020	Meeting papers, agenda, minutes, actions, PC leads members list	eRDM file/document	5 years
02155P	Primary Care Division - FMQ and Core Briefs 2016-2021	FMQ's, core briefs, local area briefs, presentations	eRDM file/document	5 years
02157P	Primary Care Division - Improving General Practice Sustainability, Advice and Policy Part 1 2017-2022	Meeting papers, working group, terms of reference, advisory group papers, slwg, presentations, events	eRDM file/document	5 years

02163P	Primary Care Division - Finance Workstream 2017-2022	Budgets, finance meeting updates, programme spend, funding approvals, staff budget planning	eRDM file/document	5 years
02164P	Primary Care Division - Ministerial Correspondence Part 2 2016-2021	Cabinet Secretary & Ministe for Mental Health Briefings, FMQ's, MACCS	eRDM file/document	5 years
02166P	Primary Care Division - Premises Implementation Group 2016-2021	Loan criteria, GP loan premises, premises code and fund, directors submission, discussion papers, loan agreement, implementation group papers, SGLD input	eRDM file/document	5 years
02167P	Primary Care Division - Sustainability and Practices in Difficulty 2017-2022	Briefings, letters to practices,	eRDM file/document	5 years
02168P	Primary Care Division - Workforce 2016-2021	Workforce plan, recruitment and retention proposals and allocations, R & R Project 3, trianing update	eRDM file/document	5 years
02169P	Primary Care Division - Programme Board 2017-2022	Dashboard, highlight report, miletones, action log, PID's agendas, RAID log	eRDM file/document	5 years
02172P	Annual Population Survey	The APS is used to produce Estimates for headline Labour Market Indicators	Network drive/folder	20 years
02175P	Primary Care Division - Scottish Government Chief Officer Advisory Group 2017-2022	Meeting papers	eRDM file/document	5 years
02178P	Primary Care Division - Local Delivery Plans and Annual Review contributions 2017-2022	All NHS board delivery plans, annual leave	eRDM file/document	5 years
02193P	Primary Care Division - Senior Medical Officer (SMO) Out of Hours 2017-2022	GP Revalidation, AFC comparisions, salaried GP contacts, terms of reference, extended hours payments	eRDM file/document	5 years

02205P	Staff Network of Networks and Champions distribution lists	Mailing lists associated with Diversity staff networks	Outlook public folder	information held as long as the member of staff is in the network.
02206P	Scottish Crime and Justice Survey - Datasets	Datasets collected through the Scottish Crime and Justice Survey - multiple data files for each sweep of the survey, with personal data held separately from main survey response data	eRDM file/document	Pseudonymised main datasets held indefinitely, recontact lists held for maximum of 5 years.
02209P	Primary Care Division - Ophthalmic services primary health care part 3, 2013 - 2018	???	eRDM file/document	5 years
02211P	Primary Care Division - Ophthalmic Services Review of Eyecare Services in Scotland, Advice and Policy, Primary Health Care Part 2 2011-2016	ISG Distribution, CE letter, meeting papers, board papers, national event	eRDM file/document	5 years
02213P	Primary Care Division - General Ophthalmic Services, Vouchers, Advice and Policy Primary Health Care Part 2 2013 - 2018	entitlement to repair/replacement vouchers, tax credit vouchers, visual stress extension	eRDM file/document	2 years
02214P	Primary Care Division - General Ophthalmic Services, Training for optometrists and ophthalmic practitioners, advice and policy part 2 2013-2018	CET confirmation	eRDM file/document	2 years
02215P	Primary Care Division - General Ophthalmic services, Publications stationary and statistics, advice and policy, primary health care file part 2 2013-2018	APS orders for GOS, HES, confirmations, quotes, refunds, statistics	eRDM file/document	2 years

02216P	Primary Care Division - General Ophthalmic Services, Ophthalmic fees and allowances(including eye examinations), Advice and policy, Primary health care file part 2 2013-2018	Programme budget, letter correspondence on eye tests	eRDM file/document	5 years
02217P	Primary Care Division - General Ophthalmic services, new NHS eye examination and updated arrangements, advice and policy, primary health care file part 2 2013-2018	Letter to CE	eRDM file/document	2 years
02218P	Primary Care Division - Access to services, advice and policy, primary health care part 3 2018-2023	Board performance management meeting papers, OOH operations group, OOH planning, Easter preparedness, MACCS, closures	eRDM file/document	5 years
02230P	Primary Care Division - Transformation Fund 2015-2020	Request for funding, fund letter, offer paper, funding for mental health services, Headroom, updates, Tayside integrated care project, NHS Fife Better Than Well	eRDM file/document	5 years
02232P	Primary Care Division - Transformation Fund, National funding 2017-2022	NHS 24 Funded test of change, Optometry Scotland Transformation bid, SAS funding bid and test of change	eRDM file/document	5 years
02233P	Primary Care Division - Transformation Policy 2017-2022	OOH Ops group allocation, HIS meeting papers, LIST expansion, SSPC end of year report	eRDM file/document	5 years
02234P	Primary Care Division - Corporate Trawls 2018-2023	Brexit Risk Register, Directorate Risk Register, Programme for Government commitments to June 2018, Health & Social Care Delivery Plan	eRDM file/document	5 years

02235P	Primary Care Division - GP Premises Sustainability Fund 2018-2023	Chief officers listing, comments to circular, copy of GP leases, District Valuer Services, GP loans, GP Implementation Group, GP Sustainability Fund, Health Board Premises	eRDM file/document	5 years
02236P	Primary Care Division - Advisors Forum 2016-2021	Meeting papers, information library, advisors charters, divisional updates, HIS Workforce Plan, Information documents, resource packs, powerpoint presentations	eRDM file/document	5 years
02238P	Primary Care Division Transformation Briefings 2017-2022	??	eRDM file/document	5 years
02239P	Experience Panels Dataset	Data about members of social security experience panels.	Network drive/folder	Until project complete, around 5 years.
02241P	Primary Care Division - National Performers List 2017-2022	Meeting papers, NPCCD Programme Board Papers, update paper	eRDM file/document	5 years
02242P	Primary Care Division - Infrastructure 2017-2022	CCPMG meeting papers, Cab Sec awareness campaign, CCPMG progress report/project brief template/TOR/workshop/risk register, clinical decision report	eRDM file/document	5 years
02243P	Primary Care Division - Out of Hours National Delivery of Recommendations 2017-2022	Progress report, clearance of funding, frail and older people, GP performers list, mental health, palliative care, quality and safety, review of progress,	eRDM file/document	5 years
02248P	Primary Care Division - Primary Care Leads Papers and minutes file part 2 2015-2020	Meeting papers, list of PC leads	eRDM file/document	2 years

02249P	Primary Care Division - General Dental and Ophthalmic services, advice and policy 2012-2017	Charter of patients rights and responsibilities, Annual Reports, Contractors use of NHS Scotland Brand, dental and eye examination leaflets, claim forms, employment rights act amendments	eRDM file/document	3 years
02250P	Primary Care Division - General Dental and Ophthalmic services, Expenditure (2012-2013) 2012-2017	Employment Rights Act PIDA amendments, FOI requests, Health and Social Care Act 2012, Health and Social Care Integration, indemnity order and impact assessment	eRDM file/document	5 years
02252P	Primary Care Division - General Ophthalmic service, NHS (General Ophthalmic Services) (Scotland) Amendment Regulations 2012-2017	Drafts, amendments, comments, final for Ministers, EU technical standards	eRDM file/document	5 years
02254P	SLF Contacts	Spreadsheet of contact details for all SLF members	eRDM file/document	10 years
02255P	Unicorn media partners	Record of media partners involved in the Unicorn project	eRDM file/document	12 months
02256P	Unicorn Comms partners	Contact information for public sector comms partners involved in Unicorn project	eRDM file/document	12 months
02257P	Desk instructions on handling secondments	Guidance on how to initiate and manage secondments	eRDM file/document	12 months
02261P	PRgloo	Newsroom and news distribution service	External (third party) storage location	5 years
02263P	Marketing and Digital: Staffing: Part 2: 2014-2019	Documentation relating contracts and staff who are not Core SG	eRDM file/document	10 years

02270P	Court reconviction of offenders datasets	Contains data on every offender convicted in Scottish courts, including, ID number, date of birth, gender, first part of post code, crime committed, sentence given, and the number of times reconvicted for different crimes.	Business application	Indefinite
02275P	Criminal History System data extract	A repository for data originally held in Police Scotland's Criminal History System which is the source of all of the data from which the Criminal Proceedings bulletin is derived	Business application	Indefinite
02276P	Criminal Proceedings datasets	Datasets derived from the Criminal History System in the process of producing the Criminal Proceedings publication	Business application	Indefinite
02277P	Criminal Proceedings datasets - miscellaneous	Raw data from the Criminal History System, and derived data from it related to ad hoc requests and the Criminal Proceedings Bulletin.	Network drive/folder	Indefinite
02278P	Civil Justice Statistics datasets	Datasets used to produce Civil Justice Statistics bulletin	Network drive/folder	Indefinitely
02279P	Scottish Welfare Fund statistics	Data from applications for Scottish Welfare Funds, including number of awards, how much was awarded and what it was spent on.	Network drive/folder	Unlimited - for research and analysis purposes
02294P	Repeat non-court disposals	Contains data on every offender given a police or COPFS non-court disposal including, ID number, date of birth, gender, first part of post code, crime committed, non-court disposal given and the number of times given a further non-court disposal.	Business application	Indefinite

02298P	Criminal Justice Social Work Statistics	Information is collected on criminal justice social work in order to report on activity in this area and any observable changes over time.	Business application	No specific timescales in mind - data required for trends analysis
02309P	Mid Market Rent Dataset	This dataset is completed by households who apply for Mid Market Rent and it contains details of their financial and family circumstances	Network drive/folder	10 years
02313P	Evidence	Information ingathered from other parts of SG for submission to (or otherwise related to) the Scottish Child Abuse Inquiry and information ingathered by the Inquiry which is shared, in confidence, with the SG Response Unit	eRDM file/document	Until the end of the Inquiry
02314P	Prisons statistics	Data on individuals in prison, collected by Scottish Prison Service, required to assess trends in number and type of prisoners	Business application	No specific plans at present - data required to assess trends in prisoner numbers
02316P	Religiously aggravated offending in Scotland 2017-18 spread sheet	Spread sheet containing details about all charges reported to the COPFS in 2017-18 that have a religious aggravation	eRDM file/document	Indefinite
02318P	Licensing data - Introduction of freshwater fish	Details of applicants, applications, casework and licences issued in relation to licensing the stocking of freshwater fish in Scotland, held securely on both a network folder and physically (hardcopy).	Network drive/folder	5 Years
02319P	Licensing Data - Otherwise illegal methods or times of fishing	Details of applicants, applications, casework and licences issued in relation to otherwise illegal methods or times of fishing, held securely on both a network folder and physically (hardcopy).	Network drive/folder	5 years

02320P	EU Strategy and Migration BP 2018-2019 (BUD/4629)	Budget spreadsheets with financial information including staff names, user IDs and salaries	eRDM file/document	To be reviewed every 5 years
02322P	Standing Council on Europe: Running Costs Spreadsheet and copies of financial details/receipts	Spreasheet with running costs of the Standing Council on Europe including members' names and travel details; copies of receipts and bank account details	eRDM file/document	To be reviewed every 12 months
02323P	Shared Equity Application Information	Information on individuals applying for and using the Help to Buy (Scotland) scheme which provides equity support for home purchases. Nature of information includes personal and address data, declared financial information and family/dependent infor	External (third party) storage location	remainder of calendar year in which collected plus 1 year
02324P	Shared Equity Sales Log Information	Information relating to those who have purchased a property with assistance from a SG shared equity scheme including equalities info	External (third party) storage location	remainder of calendar year in which collected plus 5 years - information passed from adminisitering agents to ASD and they store indefinitely for reasearch purposes
02325P	Shared Equity Owner and Propery Purchase Information	Information relation to properties purchased with SG shared equity including name, address, mortgage lender and financial information	eRDM file/document	indefinite - for as long the shared equity agreement is in place, plus up to 6 years after the calendar year in which the agreement ends
02328P	HL1 case level data on homelessness applications	HL1 case level data on homelessness applications collected for statistical and research purposes	Network drive/folder	Unlimited - statistical and research purposes

02336P	HL3 placement level information on temporary accommodation	HL3 placement level information on temporary accommodation for statistics and research purposes	Network drive/folder	Unlimited - Statistical and Research purposes
02343P	Prevent1 case level data on homelessness prevention / housing options work	Prevent1 case level data on homelessness prevention / housing options work - for statistical and research purposes	Network drive/folder	Unlimited - Statistical and Research purposes
02359P	Shared Equity sales log form data (Help to Buy, OMSE)	Shared Equity sales log form data (Help to Buy, OMSE) - collected for research and statistical purposes	eRDM file/document	Unlimited - Statistical and Research purposes
02360P	Home Office licence information (ASPA)	Home Office licence information (ASPA)	Network drive/folder	5 years, or as required
02366P	Homelessness and Health linked dataset	Homelessness and Health linked dataset - for research and statistical purposes	External (third party) storage location	Unlimited - statistical and research purposes
02373P	Firearms database and erdm files	Approvals and related paperwork regarding authorisation issued by SG for possession of section 5 firearms, as well as museum and rifle club approvals	eRDM file/document	Indefinitely
02374P	Animal Welfare Consultations Contact List	Access DB with aprox. 1,000 contacts used to contact organisations and private individuals when Animal Welfare Consultations are issued. Send the occasional hard copy of booklets that are published.	Network drive/folder	bi-annual
02376P	AHW Outbreak Stakeholders list	Stakeholder list used for sharing information about any disease outbreaks and any potential risks. Also contains tab for stakeholders who will be called on to assist directly.	eRDM file/document	as eRDM

02382P	GB Poultry Register	for registering poultry of owners of more than 50 birds. this is separate from Gallus, although proposal to pass data from Gallus to Pultry Register is under consideration (May 2018)	External (third party) storage location	tbd
02384P	AHW Text/Email Alert Service	Phone number or email address for alerting about diseases. Data is held by APHA	Business application	tbd
02385P	Emergency AHW staff contact list	About 22 staff home and/or personal phone mobile phone to use in case of an emergency.	Network drive/folder	tbd
02386P	SCOTEID- Livestock identification & Traceability	Website to register and monitor livestock in Scotland. https://www.scoteid.com/	Business application	various
02387P	SCOTEID- Beef Efficiency Scheme	System application used for administering the Beef Efficiency Scheme. https://www.scoteid.com/ - to be passed to Nick as discussed	Business application	tbd
02388P	APHA Business applications	APHA Business Applications for Approvals and Licences on behalf of Scottish Ministers	Business application	tbd
02389P	ScotEID - ScotMoves+ system	To register cattle keepers, to register the births, deaths and movements of their cattle in Scotland (and GB)	Business application	10 years
02402P	Agricultural Wages Enforcement, Terms & Conditions of employment for agricultural wokers, Complaint case records	Records kept to ensure that agricultural workers receive appropriate pay and other benefits	Physical files (non electronic)	tbd
02403P	Knowledge Transfer Innovation Fund (KTIF)	scheme aim to provide financial support and fund eligible innovation	eRDM file/document	as eRDM
02404P	Farm Advisory Service (FAS)	To help farmers and crofters to increase the profitability and sustainability of their businesses	eRDM file/document	as eRDM

02405P	Scottish Rural Network- website	System application used for sharing information with Network members- user log details	Business application	As long as the individual is a registered user
02406P	LEADER files 2008-2013	To keep auditable records- scheme closed in 2022	Physical files (non electronic)	10 years
02407P	Directors of Education Contact List	A list of postal addresses, email address and telephone numbers for Executive Directors and Chief Education Officers for every Scottish Local Authority	eRDM file/document	Kept for as long as we require to contact directors - director's details are updated to reflect changes in post
02408P	Budget Monitoring Spreadsheets	Spreadsheets containing payroll data and total operating cost budget information. Also workforce planning, vacancies and programme budget information.	eRDM file/document	Indefinitely/ until document is archived/ deleted from eRDM
02414P	Direct Payments (BPS, Greening & Young Farmers Payment (YFP)) eRDM folders	17 folders related to Direct Payments schemes. To monitor Direct Payments for those schemes; to share guidance and procedures; to keep audit trails; for reporting, and to record ministerial correspondence.	eRDM file/document	as eRDM
02415P	National Reserve (NR) eRDM folders	11 folders related to NR. To monitor Direct Payments for those schemes; to share guidance and procedures; to keep audit trails; for reporting, and to record ministerial correspondence.	eRDM file/document	as eRDM
02416P	Voluntary Coupled Support (VCS), (Scottish Suckler Beef Support Scheme (SBS) and Scottish Upland Sheep Support Scheme (SUSSS)) folders	15 folders related to those schemes. To monitor Direct Payments for those schemes; to share guidance and procedures; to keep audit trails; for reporting, and to record ministerial correspondence.	eRDM file/document	as eRDM

02417P	Previous Schemes (SFPS & SBS)	17 folders related to those schemes. To monitor Direct Payments for those schemes; to share guidance and procedures; to keep audit trails; for reporting, and to record ministerial correspondence.	eRDM file/document	as eRDM
02420P	Farm Woodland Schemes (FWS) Monitoring	To carry out scheme management	eRDM file/document	as eRDM
02421P	Manual Schemes Funding 2015-2020	To carry out scheme management	eRDM file/document	as eRDM
02441P	Homicide in Scotland	Data provided by Police Scotland (and legacy forces) to produce National Statistics on homicides recorded by the police	Business application	Indefinite
02447P	European Relations: Sectoral Information: 2016-2021	Contacts and submissions from individuals and companies	eRDM file/document	1 Year
02449P	Dublin Hub: Finance and Planning: 2017-2022	Financial Information	eRDM file/document	1 Year
02450P	European Policy: Bilateral Engagement: Advice and Policy: 2015-2020	Contact list of Embassies	eRDM file/document	1 Year
02451P	Strategy and Business Management Unit: Consular Corps: 2015-2020	List of contacts for advice and events	eRDM file/document	1 Year
02455P	European Relations BP 2018-2019 (BUD/4629)	Financial Records for the Division	eRDM file/document	1 Year
02457P	European Relations: Administration 2018-2019	Contact Details and invoices	eRDM file/document	1 Year

02513P	Agricultural pollution: Guidance and procedures: 2006-2011	To carry out scheme and inspection management. Nitrate Vulnerable Zones designations, derogation checks, maps, inspections, staff and farmer guidance. qA21152	eRDM file/document	as eRDM
02516P	Agriculture & Livestock - Quality Management Checks and Inspection Monitoring: Part 1: 2015-2020	To carry out HQ QMC inspection reviews of Nitrate Vulnerable Zone inspection records. qA504978	eRDM file/document	as eRDM
02518P	Agricultural pollution: Guidance and procedures: 2006-2011	To keep a record and monitor the holders of SEPA warrant cards & SEPA GWR licence inspections. qA21152	eRDM file/document	as eRDM
02519P	SEPA GWR/ CAR licences	SEPA licences held for inspections. Network/scotland.gov.uk/dc2/DCGROUP_P H1/SE RAD Ags/Shared Access	Network drive/folder	tbd
02520P	SEPA CAR/ Diffuse Pollution, GWR and SSAFO Inspections	Provide copies of CAR/ Diffuse pollution, CAR/ GWR licence (sheep dip disposal), and SSAFO inspection reports to SEPA via SEPA's secure server. Pollution, Pests, and Land Use email mailbox	Outlook public folder	tbd
02524P	SIACS system	Legacy system for Rural Payments	Business application	tbd
02525P	P2MS- Apex	Business application System	Business application	tbd
02526P	Debt Management	system	Business application	tbd
02530P	SGLO database	List of SG Liaison Officer phone numbers, security clearance, experience, training.	Business application	2 Years
02532P	LEADER stakeholders contact list	To contact local teams	eRDM file/document	as eRDM

02539P	Germany Innovation and Investment Hub - Admin - Hub Contacts - April 2018	Contacts for launch and office	eRDM file/document	1 Year
02543P	International Division BP - 2018-2019 (BUD/4629)	Financial Informational including payroll	eRDM file/document	1 year
02546P	SG People Panel - employee opinion panel	a research panel of around 600 SG employees, invited by stratified random sampling who opt-in to be panel members and gave permission for their identities to be linked to their eHR data. Actual survey data is destroyed at the end of a campaign.	eRDM file/document	Indefinite (statistics and research exemption)
02547P	SQA attainment data	Qualification level dataset provided by SQA for Insight and National Statistics publication	Business application	Indefinite
02548P	Duty Officer Database	List of on call Duty Officers and contact numbers.	Business application	2 years
02550P	Virtual Resilience Campus/Resilience Learning Hub	This an online learning environment which provides access to eLearning material, our learning programme and a weekly blog containing photos and contact details	Cloud storage	Permanent
02551P	Directors On Call Rota	List of Directors on call and contact phone numbers.	Business application	2 years
02552P	ScoRDS Learning Records	We keep learning records of delegates that attend our courses on a master delegate spreadsheet cont	eRDM file/document	Permanent

02553P	Economic Condition of Crofting Survey	The contractor conducting the survey will use data on the Registry of Crofts which is a publically available data source held by the Crofting Commission on all persons who are tenants or owners of crofts.	Cloud storage	5 years
02555P	Agricultural Holdings- 50 eRDM folders related to this subject	Policy development folder - may include personal details	eRDM file/document	as eRDM
02556P	Branch Administration Folders for 2016; 2017; 2018; 2019;2020	Administration folder: Will include personal details of MACCS cases and other general correspondence with stakeholders.	eRDM file/document	as eRDM
02557P	Court casework: Tenants v The Lord Advocate: Part 1 and Part 2	Contains personal details including, address, email and phone number of evidence for current court case against Scottish Ministers. erdm file - qA577125 qA646947	eRDM file/document	as eRDM
02558P	Court casework: Landlords v The Lord Advocate: Part 1 and Part 3	Contains personal details including, address, email and phone number of evidence for current court case against Scottish Ministers. erdm file - qA624897 qA749815	eRDM file/document	as eRDM
02563P	Contact Lists - Audit & Risk Committttee and Quarterly Bulletin	Contact lists for the distribution of material to Audit & Risk Committees and for the distribution of the IAD's Quarterly Bulletin	eRDM file/document	As long as Committees and Bulletin are live
02580P	CivTech - stakeholders (per phase) (P.I)	Description of stakeholders during various phases of CivTech	eRDM file/document	7 years

02590P	Shared Equity Property Purchase Information - Third Party Storage of Data	Information relation to properties purchased with SG shared equity including name, address, mortgage lender and financial information. This is used and held by a third party order to carry out their contractual obligations	External (third party) storage location	indefinite - for as long the shared equity agreement is in place, plus up to 6 years after the calendar year in which the agreement ends
02591P	Marine Scotland Diversity Data (including Athena Swan Application)	Data collected as part of the Marine Scotland Diversity Change project, and the Athena Swan Charter application	Network drive/folder	10 years
02594P	Historical agricultural holdings papers on the G:drive - 84 folders (not sure how many documents) - access restricted to 1 person only (Alan Barclay)	on the G:drive - 84 folders (not sure how many documents) - access restricted to 1 person only (Alan Barclay). Informing policy development	Network drive/folder	as eRDM
02595P	Paper files on tenant farming court case and landlords court case- - unknown number	#NAME?	Physical files (non electronic)	tbd
02602P	Crofting Bill Group	Conduct Crofting Bill group Business. eRDM Crofting Bill Admin files	eRDM file/document	as eRDM
02621P	Ticket Management (iFIX, HUB, JIRA)	To monitor incidents, access and other requests and work requests.	Business application	tbd
02626P	Asset Management Database	Staff on-boarding/off-boarding - WO Number, Visa/BPSS renewal/expiry status.. To track start and end dates	eRDM file/document	as eRDM
02634P	Architecture Repository	Identified by type e.g. High Level Design or Scheme/Function e.g. SAF HLD. End to end Systems documentation.	eRDM file/document	as eRDM
02635P	ISD Finance	Divisional finance/budgets etc. management	eRDM file/document	as eRDM

02636P	ISD Training records	Training staff records	eRDM file/document	as eRDM
02637P	Code (RPS, AGS Census, HUB, SIACS)	To programme ARE applications	eRDM file/document	as eRDM
02639P	CivTech - Contacts List - MASTER (P.I)	Master list of CivTech contacts	eRDM file/document	4 years
02640P	Poverty and Inequality Commission Mailing List	The asset is a mailing list used to provide occasional updates to stakeholders on the work of the Poverty and Inequality Commission.	External (third party) storage location	Ongoing while required for purpose
02642P	Shared Equity Non-anonymised Customer Satisfaction Survey and Testimonials	Owners who have purchased a property with shared equity support complete surveys regarding the service provided by agents	External (third party) storage location	remainder of calendar year in which collected plus 12 months
02643P	Property transaction data from Registers of Scotland ("Land Values" Data Extracts)	Property transaction data from Registers of Scotland ("Land Values" Data Extracts) - for research and statistical purposes	Network drive/folder	Unlimited - Statistical and research purposes
02650P	Advice and policy - International Relations - general	Files containing advice and correspondence on international relations	eRDM file/document	5 years
02671P	Sea Fisheries Data	SAS library of sea fisheries data on fishing landings, species, vessels, quota and related information. Used for monitoring and annual national statistics. Required to meet EU legislation. Shared with MMO.	Network drive/folder	Unlimited
02689P	ISD Recruitment (Interim, Student Placement, Code Clan, Modern Apprentice)	IT staff vacancies. Name/campaign ID/ CVs/ scoring sheets	eRDM file/document	as eRDM

02690P	Crofting Counties Agricultural Grants Business procedures 2006 - 2021	Customer Guidance, Procedural Instructions, BRN, Business names and addresses. To carry out scheme management. qA18466	eRDM file/document	as eRDM
02691P	Sponsoring public bodies: international relations	information pertaining to public bodies sponsored by International Division	eRDM file/document	2 years
02692P	Capital Schemes - CAGS, CCAGS, NECG & SFGS	BRN, Business names and addresses, Finance details, Statistical Data. To carry out scheme management. eRDM and payment paper files in Q1 spur	eRDM file/document	as eRDM
02693P	Research and analysis: International Relations	research undertaken by and for International Division	eRDM file/document	2 Years
02694P	Committees and Groups: International Relations	Group based work within International Division	eRDM file/document	2 Years
02695P	Casework: International Relations	individual casework files for International Division	eRDM file/document	2 years
02696P	Community Empowerment Act - Appeal & Review Process/Asset Transfer Requests	List of Public Bodies and relevant authorities on Schedules of C E Act	eRDM file/document	3 years
02697P	Community Planning & PSRB Contacts Database	Database containing contact details of external CPP Chairs, CPP Lead Officers	eRDM file/document	3 Years
02698P	Local Governance Review - Contact Details	List of contact details for Stakeholders in the Local Governance Review	eRDM file/document	Until end of current Parliament - April 2025
02699P	Public Bodies Information Database	Database which holds contact details for all Public Bodies, Chairs, Chief Executives & Sponsor Teams - continually updated and monitored to ensure its accuracy. Includes some personal email addresses to allow contact with Chairs.	eRDM file/document	3 Years
02700P	Social Impact Pledge Organisational Listing	List of Public Bodies and other organisations who may like to sign up to the Social Impact Pledge	eRDM file/document	3 Years

02701P	Social Impact Pledge Sign Up Listings	List of Public Bodies and other Organisations who have signed up to the Social Impact Pledge	eRDM file/document	3 Years
02702P	DPU Contacts List	List of DPU stakeholders and contacts, including addresses, phone numbers and email addresses	eRDM file/document	Ongoing
02708P	HIVSS Files	Highlands & Islands Veterinary Services Scheme. Administration of HIVSS, Calculating and paying grants, make grant and expenses payments	eRDM file/document	as eRDM
02709P	Scottish Agricultural Wages-Complaints	Employer details, Personal details (age and home address), e-mail address, phone number, dates on holidays, hours worked including overtime, wage payment details etc. To ensure that agricultural workers receive appropriate pay and other benefits	Physical files (non electronic)	as eRDM
02713P	Constitution Academic and expert map	An excel database containing the contact details and relevant academic information for key experts in the disciplines of interest	eRDM file/document	10 years
02714P	EU - analysis - Expert and Academic Stakeholder map	Excel database of academics contact details and areas of expertise	eRDM file/document	10 years
02715P	Migration - analysis - Expert and academic database	Excel database of academic experts and their areas of expertise	eRDM file/document	10 years
02716P	Culture academic roundtable list	List of e-mail contacts for Culture experts	eRDM file/document	6 years
02717P	SCENE Culture stakeholder list	list of contact details of the members of the Scottish Culture Evidence network	eRDM file/document	6 years

02722P	EBFB Master Resource Dispatch Request List	List of names and addresses where we send Eat Better Feel better collateral to assist with healthy eating activities and education. The list includes names of organisation and a record of what collateral has been sent.	eRDM file/document	5 years
02723P	Healthy Helpers GDPR permissions	A list of Eat Better Feel Better 'Healthy Helpers', which are parents that have volunteered to work with us. This list contains names, addresses and information on number of children.	eRDM file/document	5 years
02725P	LARCS	SG uses information for stats and to make payments - Accountable Bodies submit claims through LARCS..	Business application	10 years post completion of the project as subject to ECA,Audit Scotland and Internal Audit scrutiny.
02726P	AECS- all related folders	Funding, NPAC, Successions and Variations, Guidance, review cases, casework, decision letters, Back Capture...	eRDM file/document	as eRDM
02727P	Rural Priorities- all related folders	Funding, papers 7 minutes, contract mngt, extensions, diaries..	eRDM file/document	as eRDM
02728P	LMO- all related folders	Reports, Payments, letters, ...	eRDM file/document	as eRDM
02729P	LFASS- all related folders	Penalties, inspections, Guidance, IT Dev and UAT, payment and pre-payment, recoveries debt...	eRDM file/document	as eRDM
02730P	BES- all related folders	Applications and payments, contracts, recoveries, ...	eRDM file/document	as eRDM
02731P	Rural Home Ownership Grants, Rural Homes for Rent and Rural Empty Property Grants	Grants were given to individuals to self build in rural areas, data includes bank details and personal information relating to the individual	eRDM file/document	60

02732P	Rural Home Ownership Grants, Rural Empty Property Grants and Rural Homes for Rent	Grants were given to individuals to self build in rural areas, data includes bank details and personal information relating to the individual	Physical files (non electronic)	60
02733P	Community Group and/or Local Delivery Group Meetings and Papers	The papers and minutes of meetings name local representatives of the community who attend and may contain personal information about them	eRDM file/document	25
02734P	Information relating to the New Supply Shared Equity programme	Documents relating to the provision of grant support to private individuals purchasing property	eRDM file/document	60
02737P	New Entrant (NE) and Young Farmer Start-up Grants (YFSG)- all related folders	Establishment Scheme, communications, Apex P2M2 reports, Mailbox ...	eRDM file/document	as eRDM
02738P	Information relating to the New Supply Shared Equity Programme	Information relating to the private buyers of property on a shared equity basis with the Scottish Ministers	Outlook public folder	10
02739P	Information relating to the Stage 3 Adaptations programme	Data relating to individuals or individual addresses where medical adaptations have been provided	eRDM file/document	60
02740P	Firearms Database	excel spreadsheet filed on erdm with controlled access	eRDM file/document	Lifetime of authority. Spreadsheet contains details of active authorities. When authority ends it is moved to 'cancelled' tab and only business title, address, individual holder's name & date of birth are retained.

02741P	Firearms casework files: section 5, rifle club and museum authorities	emails and letters relating to applications.	eRDM file/document	eRDM files archived for 15 years after closure: historic records of applications and expired authorities are retained for maximum allowed period in case they are required for future court proceedings.
02742P	Firearms casework files: certificates under Schedule 9 of the Criminal Procedure (Scotland) Act 1995	Emails, letters and certificates sent to the police, courts or other public authority confirming that an accused individual was/was not authorised under section 5 of the Firearms Act 1968.	eRDM file/document	After a certificate has been issued we may be cited to give evidence in court cases, sometimes months or years after the event. It is therefore important that we maintain a record of certificates issued for an unlimited length of time.
02743P	General Dental Services: Advice & Policy	Advice and policy including personal information	eRDM file/document	5 years
02748P	Early learning and childcare census	Collects: (1) Aggregate data on number of children in funded ELC in each age group, number with ASN and support plans (2) Individual level data on teachers: age, gender, and GTC number. (3) Individual level data on graduates: SSSC number	Business application	Indefinite
02749P	Evaluation of parts 3 & 5 of the Community Empowerment Act - Interview data	Interview and associated qualitative data	External (third party) storage location	18 months from the end of the contract (ie till 10/08/2022)
02754P	Stakeholder Advisory Group on the Crown Estate	Stakeholder contact list	eRDM file/document	subject to ongoing business need

02762P	Casework files - Energy Consents Unit	Documents saved to eRDM folders in respect to processing applications to Scottish Ministers under the Electricity Act 1989, the Electricity Works (EIA) (Scotland) Regulations 2017, the Pipelines Act 1962 and the Public Gas Transporter (EIA) Regs	eRDM file/document	currently under review
02763P	General Dental Services: Consultation	Consultation including personal information	eRDM file/document	5 years
02764P	General Dental Services: Oral Health Improvement Plan	Oral Health Improvement plan including personal information	eRDM file/document	5 Years
02765P	Primary Care: Low Income Scheme	Low Income Scheme including personal information	eRDM file/document	5 years
02766P	Chief Dental Officer	Chief Dental Officer includes personal information	eRDM file/document	5 Years
02767P	Dental Policy: Policy & Strategy Development: Advice & Policy	Policy Strategy including personal information	eRDM file/document	5 years
02768P	General Dental Services: Communications	Communications including personal information	eRDM file/document	5 Years
02769P	General Dental Service: Rent	Rent including personal information	eRDM file/document	5 Years
02770P	General Dental Services: Rent Procurement	Rent Procurement including personal data	eRDM file/document	5 Years
02771P	General Dental Services: Bursary Scheme	Bursary Scheme includes personal information	eRDM file/document	5 Years
02772P	General Dental Services: Sanctions	Sanctions including personal information	eRDM file/document	5 Years
02773P	General Dental Services: Scottish Dental Access Initiative	Scottish Dental Access Initiative including personal information	eRDM file/document	5 years
02774P	General Dental Services: GDP Remuneration	GDP Remuneration includes personal information	eRDM file/document	5 Years
02775P	General Dental and Ophthalmic Service: Joint Advice	Dental & Ophthalmic joint advice includes personal information	eRDM file/document	5 Years

02776P	General Dental Service: Defibrillators	Defibrillators includes personal information	eRDM file/document	5 Years
02777P	General Dental Services: Emergency Dental Services	Emergency Dental Services including personal information	eRDM file/document	5 Years
02778P	General Denta Services: Statement of Dental Remuneration	Statement of Dental Remuneration	eRDM file/document	5 Years
02779P	General Dental Services: Scottish Dental Practice Board	Scottish Dental Practice Board	eRDM file/document	5 Years
02780P	General Dental Services: Salaried Dental Services	Salaried Dental Services including personal information	eRDM file/document	5 Years
02781P	General Dental Services: Remote & Island Issues	Remote & Island Issues includes personal information	eRDM file/document	5 Years
02782P	General Dental Services: Occupational Health	Occupational Health including personal information	eRDM file/document	5 Years
02783P	General Dental Services: Ministerial Correspondence	Ministerial Correspondence	eRDM file/document	5 Years
02784P	General Dental Services: Overpayments	Overpayments including personal information	eRDM file/document	5 years
02785P	Compulsory Purchase Orders (Housing)	Casework (including SGLD comments) for each Housing Compulsory Purchase Order	eRDM file/document	5 years
02786P	Compulsory Purchase Orders (Housing)	Casework (including SGLD comments) for each Housing Compulsory Purchase Order	Physical files (non electronic)	5 years
02787P	Scotland.org	Official online portal to Scotland - Scotland is Now - and associated consumer database of individuals who have signed up to email marketing with regards to living, working, studying, visiting, or doing business with Scotland.	Cloud storage	indefinite or until individual excercise their right to be forgotten
02788P	Strategy and Delivery Dementia, Learning Disabilities and Autism,	various erdm folders relating to policy and delivery	eRDM file/document	retained under erdm

02792P	Scottish Employability Tracker System	A cloud based application to track progress of referrals to Fair Start Scotland	Cloud storage	minimum of 5 years
02793P	Finance Spreadsheets for Division	Documents containing staff costs, admin and programme costs.	eRDM file/document	One Year
02794P	Staff Directory/Roles	Staff contact directory listing staff names, contact details, staff roles and divisional structure.	eRDM file/document	3 years
02795P	Outlook Contacts	Frequently Used Contact Lists	Outlook public folder	3 years
02796P	HES - Ministerial Correspondence	Casework relating to FMQs/FOI/MACCS	eRDM file/document	3 years
02803P	Hard copy relocation and accomodation files	Hard copy files of information to assist Scottish Government staff relocating and living in Belgium, includes leases, utility providers, insurance and bank documents, furniture purchases.	Physical files (non electronic)	5 years
02807P	Fair Work Convention - personal details and profiles	Details of e-mail addresses, contact details and profile information.	eRDM file/document	Retained while the FWC exists and whilst members continue to be members - consider retention periods after closure and delete after members stand down.

02809P	Low Carbon Heat Database	Operational and in-development district heating networks and non-network low carbon heat systems (where new build projects involve at least fifty properties). Data collected from Heat Network Partnership records to support heat network ambitions.	External (third party) storage location	Indefinitely - for statistics and research purposes
02814P	SASA Diversity Data (including Athena Swan Application)	Data contains personal information on SASA staff and the protected characteristic of gender for the Athena SWAN application for a bronze award.	Network drive/folder	2 years after application submission
02824P	EU Office - Calendars - 2018 - Distribution List (Brussels)	Contact list for sending out Scottish Government annual calendar	eRDM file/document	One year (updated annually)
02825P	EU Office - Calendars - 2018 - Distribution List (Scotland)	Contact list for sending out Scottish Government annual calendar to contacts in Scotland	eRDM file/document	One year (updated annually)
02826P	Brexit contact list	A contact list of Ambassadors offices and other EU institutions' offices, relating to Brexit.	Network drive/folder	3 years (gets updated continually)
02827P	Finance files	Financial information held of staff by Finance Officer of Scottish Government EU Office.	Physical files (non electronic)	3 years
02828P	Scotland House Brussels Mailing Lists	Mailing list for events and activities taking place in Scotland House Brussels	External (third party) storage location	As long as Scotland House Brussels is hosting events
02829P	Stakeholder Engagement Plan	Overview of previous and current engagement with EU stakeholders	Network drive/folder	1 year (updated regularly)
02830P	EU Office - Admin - 2018 - Contacts - General Contacts Database FINAL	Back up of contacts database - to be deleted in September 2019	eRDM file/document	As long as Scotland House Brussels is hosting events

02831P	Annual Fisheries reception invite list	An invitation list of people who come to the Annual fisheries reception	eRDM file/document	1 year (updated annually)
02832P	Next of kin list	This is a list of next of kin for SG staff in Brussels for use of in case of emergency	eRDM file/document	1 year (updated annually)
02842P	Letting Agent Regulation Updates - Subscribers Contact List	Contact list of those who wish to receive updates relevant to letting agent regulation and the private rented sector.	eRDM file/document	Details will continue to be held and used until individual unsubscribes from the service.
02843P	Media Services Framework Survey 2018	QUESTBACK Survey on Media Services Framework (Lisa Pittman)	Hyperlink	Life of framework
02844P	Marketing Services Annual Framework Surveys	QUESTBACK Survey on Marketing Services Framework (Paul Brydon)	Hyperlink	Life of framework
02852P	Natural Gas Framework Customer Satisfaction Surveys	QUESTBACK Survey on Natural Gas Framework (Stephen Ogilvie)	Hyperlink	Life of framework
02853P	Electricity Framework Customer Satisfaction Surveys	QUESTBACK Survey on Electricity Framework (Stephen Ogilvie)	External (third party) storage location	Life of framework
02854P	Water Framework Customer Satisfaction Surveys	QUESTBACK Survey on Water Framework (Stephen Ogilvie)	Hyperlink	Life of framework
02856P	Fair Work policy development, implementation and contracting - personal data	Details of policy intent and execution contact and contract details and progress reports, where personal participant data is retained - including Women Returners' programe.	eRDM file/document	Retained whilst projects are live and then 5 years then standard eRDM retention periods.
02857P	Fair Work policy development, implementation and contracting - membership and contact information	Details of members of various consultation groups associated with Fair Work policy intent and execution	eRDM file/document	5 years then standard eRDM retention periods.
02858P	MiCase Case Management System	Corporate tool for the recording and processing of correspondence, including but not limited to FoI requests, Ministerial Casework and complaints	Business application	5 or 10 years (matched to ERDM RM retention policies)

02859P	Growing Up in Scotland Study	GUS is a longitudinal research study, tracking the lives of thousands of children & their families from the early years, through childhood and beyond.	eRDM file/document	Long-term, reviewed periodically.
02860P	Pain Specialist Workforce Survey AS	spreadsheet compiling survey questions - October 2018	eRDM file/document	10 years
02863P	Evaluation of Distress Brief Intervention Pilot	DBI survey dataset, interviews and focus group transcripts, dataset linking DBI survey data to routine DBI data (all pertaining to a research project)	External (third party) storage location	3 years following publication
02868P	Scottish Government Learning Portal	Scottish Government Learning Portal https://scotgov.learningnexus.co.uk/login/index.php is an interim learning website for elearning while the corporate learning portal is being developed.	Cloud storage	Indefinite
02870P	Travel Services Framework – One Stop Shop Balanced Scorecard	QUESTBACK Survey balanced scorecard (Fraser Williamson)	Hyperlink	Life of Framework
02871P	Travel Services Framework – Lot 3 Balanced Scorecard	QUESTBACK Survey balanced scorecard (Fraser Williamson)	Hyperlink	Life of Framework
02872P	General Stationery and Office Paper Framework - Balanced Scorecard	QUESTBACK Survey balanced scorecard (Fraser Williamson)	Hyperlink	Life of Framework
02873P	IT Consumables Framework - Balanced Scorecard	QUESTBACK Survey balanced scorecard (Fraser Williamson)	Hyperlink	Life of Framework
02874P	Interpreting, Translation and Transcription Framework Customer Surveys	QUESTBACK Survey on Interpreting, Translation and Transcription Framework (Maria McGorry)	Hyperlink	Lifetime of Framework
02882P	Modern Apprenticeship LEO Data	Sharing of attribute modern apprenticeship data	Network drive/folder	3 years
02884P	Further Education Statistics record level data	Further Education Statistics record level data	Network drive/folder	indefinite

02888P	Valuation Roll and PTOA Data	Quarterly update of property level data downloaded from the Scottish Assessors Government User Portal, along with the names and addresses of the proprietors, tenants and occupiers associated with each property	Business application	20 years
02889P	International development and aid	Details of grants paid and funding provided by International Development	eRDM file/document	2 years
02902P	Social Security Charter: Core group data set	Personal information of the people with lived experience who have volunteered to write and measure the Charter	Network drive/folder	One year
02906P	Scotland House London - Stakeholder database	Stakeholder database as of 4 April 2019	eRDM file/document	5 years
02919P	Warmer homes Scotland - offsite storage	Warmworks Scotland LLP store customer data on hard copies to meet contractual obligations in relation to audit requirements	External (third party) storage location	5 years after the contract ends
02922P	Scottish Social Attitudes Survey: 2021: Project management: 2021-2026	Documentation held on procurement process, tender, general administrative correspondence, progress updates and data supplied	eRDM file/document	standard 5 years
02936P	National Loan Scheme Apex Database	To record loan payments	Business application	tbd
02938P	Scottish Ministers Crofting Estate Sales	Plans relating to property sold by Scottish Ministers	Network drive/folder	as per eRDM
02940P	Scottish Minister Renewable Energy Leases	Leases, negotiation and financial details	eRDM file/document	as per eRDM
02943P	Financial Redress for Survivors of In Care Child Abuse, Advance Payment Scheme	Personal details and documentation relating to applicants to the Financial Redress for Survivors of In Care Child Abuse, Advance Payment Scheme.	eRDM file/document	2031 - or sooner if the Statutory Scheme closes earlier

02944P	RPID & ISD Interim Recruitment	Interim staff vacancies assessment and monitoring	eRDM file/document	as eRDM
02945P	Building Standards Division National Customer Survey	A SG commissioned Customer Survey on behalf of local authorities.	External (third party) storage location	Rolling one Year
02948P	Fair Start Scotland Participant Data	Management Information (MI) collected by FSS service providers. The MI data is stored as a series of Excel files and is used for experimental statistics, research and evaluation, and to inform future employability services design	eRDM file/document	5 Years
02949P	Fair Start Scotland - qualitative stakeholder feedback	Qualitative feedback, experiences, views, opinions & histories from interviews, focus groups and workshops with FSS participants, delivery partners & stakeholders. For research, evaluation and to inform future policy development & service delivery	eRDM file/document	5 Years
02953P	Community Growing Fund grant scheme	Application forms, additional supporting evidence, scoring sheets and grant award notifications	eRDM file/document	5 years
02955P	Scottish Government EU Office and Edinburgh Fringe Society contacts list for the Made in Scotland Festival in Brussels	Names and Email address of Scottish Government EU Office and Edinburgh Fringe Society invitees to the Made in Scotland Festival	eRDM file/document	The data will be kept for so long as is necessary to achieve the aims of the Made in Scotland Festival in Brussels.
02958P	Poverty and Inequality Commission stakeholder list	The asset is a list of stakeholders who have met with the Commission or contributed to the Commission's projects who we keep updated occasionally about the Commission's work.	eRDM file/document	Ongoing while required for purpose
02959P	Vehicle Hire Services - Ref: SP-19-011-Request for Information	QUESTBACK Request for Information (Martin Mooney)	Hyperlink	Life of Framework

02960P	Hubble Business Intelligence	Reporting tool providing access to finance, HR and other data	Business application	Data will be replicated from SEAS and e-HR. As data are deleted from those feeder systems, they will also be deleted from Hubble.
02968P	Heat networks metering and billing notifications Scotland dataset	Dataset of Scottish heat network notifications collected by BEIS under the EU Energy Efficiency Directive.	Network drive/folder	Retained whilst required for policy analysis
02969P	Organisational continuity team data store	A single data store for the corporate management of documentary information which the Scottish Government holds which relates to allegations of harassment and to the organisational response to these allegations.	eRDM file/document	Data to be retained in accordance with corporate retention policies
02978P	Independent Assurance Master Spreadsheet	Spreadsheet containing the names of projects reviewed, outcome of review and names of senior responsible owner and review team. The asset is the primary record of assurance reviews and is used to report on assurance activity.	eRDM file/document	Archived after 5 years
02979P	Independent Assurance - Review Team Member skillset and spreadsheet	Spreadsheet containing the skillset of review team members. The spreadsheet is to used to match review team members to reviews.	eRDM file/document	Archived after 5 years
02980P	Independent assurance - Review Team Leader skillset and CVs	Objective folder containing information on review team leaders and their career history. The information is used to mach review team leaders to reviews.	eRDM file/document	Archived after 5 years
02984P	Extended Sentence Prisoner	Case Work Parole (Part1 -2006-2009)	eRDM file/document	5

02992P	Short Term Sex Offender	Casework: Parole (Part 3:2013 -)	eRDM file/document	5
02993P	Extended Sentence Prisoner	Casework: Parole (Part 3:2013 -)	eRDM file/document	5
02994P	Life Sentences Prisoner	Casework: Parole (Part 3:2013 -)	eRDM file/document	5
02995P	Children and Young Persons sentenced under section 205 and 208	Casework: Parole (Part 3:2013 -)	eRDM file/document	5
02996P	Parole casework: record of incoming and outgoing mail: 2011 -	Casework: Parole Unit	eRDM file/document	5
03000P	Short Term Sex Offender	Casework: Parole Unit	eRDM file/document	5
03001P	Extended Sentence Prisoner	Casework: Parole Unit	eRDM file/document	5
03002P	Parole Casework: record of incoming and outgoing mail: 2014 -	Casework: Parole Unit	eRDM file/document	5
03003P	Parole Casework: Spreadsheet 2014 -	Casework: Parole Unit	eRDM file/document	5
03004P	Parole Casework: Prisoner Documents - Parole: 2014-2019	Casework: Parole Unit	eRDM file/document	5
03005P	Extended Sentence Prisoner	Casework: Parole Unit	eRDM file/document	5

03006P	Parole Reform Programme: 2016 - 2021	Committees and Groups: Parole	eRDM file/document	5
03007P	Parole Reform Programme: Scottish Prison Service (SPS) Correspondence: 2016 - 2021	Committees and Groups: Parole	eRDM file/document	5
03009P	Parole Reform Programme: Primary and Secondary Legislation: 2017 - 2022	Developing Legislation: Parole	eRDM file/document	5
03010P	Data Protection Officer Case Files	Documents relating to complaints, assurance and investigations	eRDM file/document	standard eRDM records management policy
03013P	DTD Usability Lab	Usability Lab supporting DTD UR/UX	eRDM file/document	5 years
03014P	DTD MyGov Platform	MyGov Platform	Business application	Life of Service
03015P	DTD Gov.Scot Platform	Gov.Scot Platform for Scottish Government website. Content is not DTD asset	Business application	Life of Service
03016P	DTD Digital Tools	Digital Tools used across DTD, see supporting catalogue	Hyperlink	Vendor T&C's
03017P	DTD Projects/Programmes	All active projects and programmes within DTD, personal data may apply, see Planview and Digital Support Hub	Hyperlink	5 years from project/programme closure
03018P	Elections - academic and expert database	Spreadsheet containing contact details for academics and experts and their areas of research interest	eRDM file/document	5 years
03020P	Media Services Framework Survey 2019	QUESTBACK Survey on Media Services Framework (Lisa Pittman)	Hyperlink	Life of framework

03021P	Building Standards Division Opinion Process	A local authority verifier can submit a request to BSD, for an opinion on Compliance with Building Standards. Casework information, including personal contact details, are stored in eRDM	eRDM file/document	Rolling one Year
03023P	Building Standards Division Ministerial Relaxation Register and associated casework	A person can apply to Scottish Ministers for a direction to either relax or dispense with a provision of the building regulations relating to building standards	eRDM file/document	Rolling one Year
03024P	Building Standards Division Ministerial View Register and associated casework	A person can apply to Scottish Ministers for a Ministerial View on the extent to which a proposed building or construction complies with building regulations. Casework information, including personal contact details, are stored within eRDM	eRDM file/document	Rolling one Year
03026P	https://count14.scot/	Website to provide public information on the CMO's low-risk alcohol guidelines.	External (third party) storage location	Until the website gets taken down
03035P	Scottish Study of Early Learning and Childcare (SSELC) Phases 1-3	The SSELC (2018-2025) is intended to evaluate the ELC expansion programme in Scotland. It collects data on children and their parents across Scotland accessing funded ELC. Phases 1-3 collected data on children accessing 600 funded hours in 2018-19.	External (third party) storage location	Data will be held until at least 2025 to allow for potential future reporting. Dependent on future business needs, data may be retained longer.
03041P	Parental Involvement and Engagement Census	Data shared by local authorities with the SG in relation to their own census of parents/carers views of their child's learning, school and support offered	Business application	Indefinite
03042P	Fisher Contacts	contact details of fishers, including names, harbour, email addresses and phone numbers	eRDM file/document	until March 2022

03062P	Postal Services Framework (Customers) 2019	QUESTBACK Survey on Postal Services (Maria McGorry)	Hyperlink	Life of framework
03071P	Recruitment Ads & PINs Customer Survey	QUESTBACK Customer Survey	Hyperlink	Life of Framework
03072P	Recruitment Ads & PINs Request For Information	QUESTBACK Request for Information	Hyperlink	Life of Framework
03073P	Marine Analysis and Evidence - Marine Environment Protection and Conservation: Marine Protected Areas: Socioeconomic monitoring project - audio and transcripts	erdm file containing all audio recordings and transcriptions of recordings from interviews for this project	eRDM file/document	until 2 years after project published - audio to delete but transcripts can be held longer in case follow up needed
03074P	Marine social science - list of academic contacts	excel file containing names, professional research interests and professional contact details of academics working on social science of marine issues	eRDM file/document	3 years or longer if still in use
03075P	Scottish Digital Academy - Digital Platform	Booking service digital platform.	Business application	7 Years
03080P	Request for Information - Procurement of a Construction Portfolio	Questback survey: Request for Information	Hyperlink	3 years
03081P	Chauffeur Booking System	Government Car Service booking tool	Cloud storage	12 Months
03108P	WIA - Be Your Best Self - Note of Interest Forms	Personal data collected from individuals interest in the Be Your Best Self training course, in order to deliver the Women in Agriculture Development Programme being piloted by Scottish Government.	eRDM file/document	For the duration of the contract (March 2021) plus 8 months following to enable post-contract evaluation

03141P	Scottish Affairs Office Canada	All documents relating to the Scottish Affairs Office in Canada including budget monitoring and local management	eRDM file/document	7 years
03187P	Superfast Broadband Enquiries Management System	Tool for collating all enquiries relating to the rollout of superfast broadband	External (third party) storage location	Duration of Programme rollout
03196P	Publications Registration Tool	Registration tool for SG staff to publish content on www.gov.scot	External (third party) storage location	Personal details held for 30 days
03197P	Consultation responses to the consultation on a draft Gender Recognition Reform (Scotland) Bill	The personal data in the online and hard copy responses submitted to the Scottish Government consultation on a draft Gender Recognition Reform (Scotland) Bill which launched on	Business application	3 months from publication of analysis of responses with review at 12 months of any such personal data as was retained.
03203P	Scotland-Ireland bilateral review contributions	Containing contributions to Scotland-Ireland bilateral review. Most material and data is received via Citizen Space online exercise, although the file will also contain contributions received by post or email to DFAT and DEXA offices in Dub & Edin	eRDM file/document	2 months after the publication of the review
03207P	Finance Documents - Digital Assurance Office	Documents to support an audit trail on budgetary management including details of contractor day rates and staff salary costs	eRDM file/document	Close eRDM File after 5 years. Destroy 10 years after closure
03208P	Documents to support Public Audit Committee briefing - Digital Assurance Office	Individual and final briefing documents to support direct correspondence and briefing of senior managers attending PAPLS	eRDM file/document	Close eRDM File after 5 years. Archive 15 years after closure

03209P	Digital Assurance Casework - Digital Assurance office	Project documentation and casework associated with the administration of Digital Assurance	eRDM file/document	Close eRDM File after 5 years. Archive 15 years after closure
03211P	CJBMI raw data	This data is uploaded to the CJBMI system. It includes data on individual cases from COPFS (opened and closed) and aggregate data from other stakeholders.	eRDM file/document	until no longer required for purpose
03216P	Sophos Central Console	Sophos Central Management Console used to issue and manage Sophos Updates to endpoints and servers.	Cloud storage	Information is held for as long as a particular device is located on the network and requires to be protected by Sophos Central anti-virus
03221P	PPED - Non-health - procurement process - list of eligible organisations	Excel sheet with details of eligible organisations for PPE procurement process	eRDM file/document	For as long as the procurement process lasts - initial contract is for 12 months, with a 12 months extension. Dependent on outcome of Covid pandemic.
03222P	Gallus	Bespoke IT systems, which provides all registered producers, packers and wholesalers and hatcheries, breeders and multipliers registered with SG in respect of the SSI for egg and chicks regulation (Scotland) 2009.	Business application	as eRDM
03227P	FRPF Stakeholder Mapping Doc	Stakeholder information for Future Rural Policy Frameworks Unit	eRDM file/document	as per eRDM
03228P	Community Right to Buy Casework Files	Applications under Community Right to Buy	eRDM file/document	as per eRDM

03229P	Scottish Rural Network - Campaign Monitor	The Scottish Rural Network sends a weekly email newsletter to subscribers, and also a monthly LEADER newsletter. We send the emails using the Campaign Monitor online tool.	Business application	ongoing, users can unsubscribe
03230P	Rural Economy stakeholder contact list	Communications with stakeholders	eRDM file/document	as per eRDM
03234P	NHS Louisa Jordan Hospital	Information and personal data processed for the purpose of establishing and managing the NHS Louisa Jordan.	External (third party) storage location	Is expected that organisational and contractual information will be kept in perpetuity. Patient-level data remains the ownership of NHS Greater Glasgow and Clyde
03237P	Horizon	Estate Management database	Cloud storage	Minimum 10 years
03238P	Place Standard database	A database containing results from the Place Standard tool is held on behalf of Scottish Government by APS publishers. The data includes numerical ratings on a scale of 0-7 and accompanying comments entered by individuals undertaking the assessment	External (third party) storage location	1 year
03239P	Health and Social Care in Prisons - Tests of Change	Data collated as part of the Tests of Change for Integrated Health and Social Care delivery in Prison	eRDM file/document	Until a decision is made on responsibility for delivering integrated health and social care in prisons.

03249P	Delivery Partner for ISD Folder	Commercially sensitive. Contains work orders and approvals, contract document, performance management information, notes of meetings, balanced scorecard information , knowledge and skills heat map and Master Staff List.	eRDM file/document	7 years
03250P	LPIS Folder	Commercially sensitive. Contains contract document, amendments, contract variations, notes of ...	eRDM file/document	7 years
03251P	BAU Folder	Commercially sensitive. Contains contract document, amendments, contract variations, notes of ...	eRDM file/document	7 years
03252P	Business Assurance Service Folder	Commercially sensitive. Contains , contract document, notes of meetings, balanced scorecard information, tender and clarifications, Evaluation information...	eRDM file/document	7 years
03253P	Framework competitions folder	Commercially sensitive. Contains , contract document, tenders and clarifications...	eRDM file/document	7 years
03254P	ISD Procurement Contracts (low value various) Folder	Commercially sensitive. Contains , contract document, clarifications, Evaluation information	eRDM file/document	7 years
03255P	Interim Managers competitions Folder	Commercially sensitive. Contains , contract document, tenders and clarifications, Evaluation	eRDM file/document	7 years
03256P	LFASS Replacement Folder	Commercially sensitive. Contains , contract document,tenders and clarifications, Evaluation informat	eRDM file/document	7 years
03257P	WAF & DDOS Folder	ommercially sensitive. Contains , contract document,contact names	eRDM file/document	7 years

03258P	Wet Signature Contracts	Hard copy signed contracts as required by SGLD. Commercially sensitive, pricing.	Physical files (non electronic)	7 years
03261P	Atlassian Software (JIRA & Confluence)	To record, monitor, track and document work packages and guidance. For mainly internal ISD use.	External (third party) storage location	tbc
03262P	Aternity Endpoint Monitoring	This is a diagnostic tool to inform ITECS on endpoint resource usage and application performance	Cloud storage	3 year
03275P	MSc PECOS Data Analytics Project	A short project to analyse SG PECOS data	eRDM file/document	6 months
03277P	Fair Work for Employees Survey	This is an online self-assessment tool which helps workers to self-assess their work through the 5 dimensions of Fair Work Framework and collects data for Fair Work Convention on current workplace practices.	Hyperlink	Continuous survey
03279P	Marine Scotland Stakeholder List	Information on Marine Scotland's stakeholders, what we are consulting with them on and core contact details.	eRDM file/document	Five years
03283P	CoMix Scotland survey data	Data collected as part of the Scotland boost to the CoMix contact monitoring survey	Business application	Review will take place in June 2023
03286P	QPulse	Quality Management Software	Business application	25 years
03297P	Laboratory Information Management System (LIMS)	Sample tracking systems for managing sample processes from sample receipt to sample disposal	Business application	25 years

03299P	Vessel Monitoring System (CLS-Themis)	Monitoring of UK and foreign vessels using satellite positional systems	Cloud storage	For as long as necessary to fulfil legal obligations
03302P	Shetland Islands Regional Marine Plan Data Sharing Agreement	This data sharing agreement is between Shetland Islands Council and Marine Scotland (acting on behalf of Scottish Ministers). It relates to the processing of the Shetland Islands Regional Marine Plan.	eRDM file/document	10 years
03303P	Crimson	Intelligence and case management	Business application	To be determined
03304P	Marine Scotland digital newsletter	Setting up a digital newsletter which will store contact details and contain privacy agreements	External (third party) storage location	five years
03310P	SCTS Hearings Data	A set of data about court hearings focusing on liberty status and continuation status of accused, for purposes of understanding	eRDM file/document	Five years for review
03313P	Database of details for the user centred design community working in or with the Public Sector	Database containing the name, email, position and organisation a person working for or with Public and third sector organisations.	eRDM file/document	2 years, followed by request to stay in community
03321P	National Stroke Advisory Panel	personal information from applicants to the National Stroke Advisory Panel	eRDM file/document	28/02/2021
03322P	Citizen Assembly Members	Paperwork in regards to the recruitment of the Scottish CA Members in 2020	Physical files (non electronic)	14/12/2021
03323P	Citizens Assembly Financial Paperwork - December 2019-December 2020	Citizens Assembly Financial Paperwork - December 2019-December 2020	Physical files (non electronic)	14/12/2027
03325P	Connecting Scotland CRM (Customer Relations Manager)	Database that holds the Connecting Scotland End user information	Cloud storage	5 years

03342P	National Performance Framework correspondence	This is correspondence providing a corporate record relating to discussions and decisions taken around the performance assessment for indicators in the National Performance Framework.	eRDM file/document	Standard erdm retention policy.
03354P	Stone of Destiny public engagement exercise	Personal data provided by respondents to the 2019 public engagement exercise - Stone of Destiny Received 1,941 responses via the online consultation hub, CitizenSpace, respondents names, postcodes and email addresses.	eRDM file/document	1 year
03361P	Integrating Trees Network	Contact details for network participants	eRDM file/document	For duration of project - until March 2023
03363P	Infrastructure Commission for Scotland Stakeholder Database	Contact information and record of engagement with the Infrastructure Commission for Scotland between 2019 and 2020	eRDM file/document	31/12/2026
03369P	Directorate Budget Management Workbooks FY 2020/21	Workbooks contain divisional budget and staffing information which is compiled into directorate level workbook.	eRDM file/document	3 years
03370P	Attendance Management Information 2020/21	Workbook based Management Information on Annual Working Days Lost	eRDM file/document	3 years
03373P	Master Evidence Bank and Decisions from HSC Directorates	Spreadsheet containing headline information and links to supporting evidence of HSC's key Covid-19 response decisions	eRDM file/document	Asset will be retained for the duration of the business need for it

03374P	Engagement around race and justice evidence gaps - academic survey	Findings from an online survey with academics about their priorities around race and justice research and data to inform the development of a research plan and data development plan for the Cross Justice Working Group on Race Data and Evidence.	eRDM file/document	2 years
03375P	Energy Company Obligation Data	Data about measures installed in Scotland under the Energy Company Obligation	Network drive/folder	Ongoing. Data is for statistics and research purposes. Reviewed annually.
03376P	Home Analytics Scotland	Data about the Scottish housing stock, focusing on energy efficiency.	Analytical data management (ADM) system	Ongoing. Held for statistics and research purposes.
03377P	Intake24/Scottish Health Survey linked data 2018	Data collected by the Intake24 dietary intake tool linked to diet and weight variables plus some demographics from the Scottish Health survey	Network drive/folder	5 years, then to be reviewed
03378P	Home Energy Efficiency Programmes Evaluation Datasets	Datasets relating to the Area Based Schemes, Loans and Warmer Homes Scotland	Network drive/folder	Indefinite as for statistics and research purposes. Subject to annual review.
03397P	Research on Child Poverty in Households with a Disabled Adult or Child	Interview data and participant details for small qualitative research project on child poverty in households with a disabled adult or child	eRDM file/document	9 months
03403P	Business Support BUD1	Budget Control	eRDM file/document	as per eRDM
03404P	Directorate BUD1	Budget Control	eRDM file/document	as per eRDM

03405P	Business Continuity Plan	To minimise the effect that any significant incident, failure or disruption has on the Division's ability to conduct its business and maintain delivery of its essential functions and services.	eRDM file/document	as per eRDM
03406P	EU Exit Hub BUD1	Budget Control	eRDM file/document	as per eRDM
03407P	Stakeholder contact lists	Communicate with stakeholders	eRDM file/document	as per eRDM; spreadsheet reviewed and updated monthly
03408P	Comms BUD1	Budget Control	eRDM file/document	as per eRDM
03409P	L & D- BUD1	Budget Control	eRDM file/document	as per eRDM
03410P	ARE Academy	Staff L & D	Business application	Updated monthly
03411P	ONS Time Use 2020 data - Scotland Sample	Data on how a sample of people in Scotland spent their time in 2020	Network drive/folder	Ongoing
03412P	SSA 2019: Intra Household Distribution of Resources	Data looks at how couples organise their income and financial responsibilities and how they conduct financial decision-making.	Network drive/folder	Ongoing
03416P	ISD Digital Strategic Partner Contract Folder	Commercially sensitive. Contains , contract document,contact names	eRDM file/document	7 years

03417P	ISD Procurement & Contracts Oversight Board Folder	Commercially sensitive. Contains , contract document,contact names	eRDM file/document	7 years
03418P	IT Delivery Partner for Rural Payment Services (RP&S) and Legacy Systems	Commercially sensitive. Contains , contract document,contact names	eRDM file/document	7 years
03424P	Regional Land Use Partnerships Stakeholder Database	Excel spreadsheet containing the the names, positions and affiliated organisations of people who have expressed interest in RLUPs.	eRDM file/document	as per eRDM
03427P	First Home Fund application form and log form data	First Home Fund application form and log form data - collected for research and statistical purposes	eRDM file/document	Unlimited - Statistical and Research purposes
03428P	Agricultural & Rural Key Workers, Covid-19: Testing & Borders Advice & Policy - 2020-2025	Advice shared across SG and with key stakeholders and response to queries by individuals.	eRDM file/document	as eRDM
03430P	Scottish Government Infrastructure Project Database (SGIPD)	System contains data relating to the delivery of public sector infrastructure projects with a value of at least £5 million where the Scottish Government has a lead role in procurement or funding.	Cloud storage	Data will be retained as long as it is required.
03431P	Cashback for Communities - Phase 5 Applications	Applications and grant offers of Phase 5 applicants	eRDM file/document	5 years
03432P	Cashback for Communities - Phase 5 - Payments	Quarterly Grant Claims of Cashback partners	eRDM file/document	5 years
03434P	Feedback on Assurance reviews	Digital Assurance Office uses an Online Survey Tool to gather feedback from Assurance Reviews. The data will be stored in eRDM and also stored by Smartsurvey on its UK servers (12 mths) to allow online analytics followed by a backup period of 7 days	eRDM file/document	Close eRDM File after 5 years. Archive 15 years after closure
03436P	DTD Digital Publishing Platform	Digital Publishing Platform (currently BrCloud)	External (third party) storage location	Life of Service

03437P	Historical Child Abuse - Redress Service Design & Delivery 2020-2025	Designs for stages of project, highlight report, ToR, route mapping, design workshops, capability mapping, miro backups, jira backups, show & tell, stage reports	eRDM file/document	5 years
04437P	Historical Child Abuse - Redress Service Design and Delivery - Business Analysis 2021-2026	Design business analysis, process maps, identity verification requirements,	eRDM file/document	5 years
04439P	Volunteering during Covid-19 Survey	Data from volunteering survey April-May 2021	eRDM file/document	Personal data was all deleted within one year of data collection. Other data will be held for longer to inform future work.
04450P	Salesforce CRM for Digital Support Hub	For clients looking for help on Digital Transformation journey	Cloud storage	2 years
04453P	Advice and guidance for data protection and information assets documentation	Log of advice and guidance pertaining to data protection and information asset documentation, encompassing both our DP and IAO advice	eRDM file/document	10 years
04455P	Data protection eLearning system	Data protection eLearning system and results, ensures SCOTS users have had appropriate DP training	Business application	10 years
04456P	Data rights requests documentation	Documentation including SAR templates Connect folders and tracker	eRDM file/document	10 years
04457P	EU Exit documentation	All documentation pertaining to data protection in reference to EU Exit	eRDM file/document	15 years
04458P	Security incidents involving personal data documentation	Documents pertaining to security incidents involving personal data	eRDM file/document	15 years

04459P	Transvaginal Mesh Case Record Review	Information collected for the purposes of the Transvaginal Mesh Case Record Review	eRDM file/document	1 year following completion of the final report of the Review. Following this period, work will be undertaken to ensure that any personal identifying information is removed from documents which are required to be kept in accordance with RM Policy.
04460P	Redress: Supplier Management Documentation: 2021	Contains Weekly status reports, costs, quote for CMS system, procurement assistance, sprint plan	eRDM file/document	2 years
04549P	Legal Aid Business Support and Recovery Fund	Information on Legal Firms applying for the Fund and the Grant Awarded	eRDM file/document	6 years
04567P	Food Processing Marketing and Co-operation - 2021-2024 - Application and Assessment Tracker	List of application and tracking of assessment process	eRDM file/document	5 years from final claim likely March 2029
04568P	Food Processing Marketing and Co-operation Grant Scheme 2021-2024: Scheme Applications:2021-2026	eRDM folder containing Electronic records for applications	eRDM file/document	5 years from final claim - likely March 2029
04569P	Food Processing Marketing and Co-operation - 2021-2024 - Claim Dates	Claim details and payment	eRDM file/document	5 years from final claim - likely 2029
04570P	Scottish Pubs Code consultation documents	Currently workshop notes	eRDM file/document	Not sure
04573P	Scottish Wholesale Food and Drink Resilience Fund Applications and Supporting Information	eRDM folder containing electronic records for applications	eRDM file/document	5 years (Jan 2026)
04574P	Building Standards Division External Engagement Register	Details of key stakeholders, such as LAs, Scheme Providers and industry.	eRDM file/document	2 Years

04575P	Building Standards Division Register of Building Standards Objective Connect Workspace Folders	A register of objective connect workspace folders along with information on folder participants and permissions.	eRDM file/document	2 Years
04576P	Historical Child Abuse: Redress - Service Design & Delivery - UR Permission Forms - 2021-2023	Survivor Permission Forms	eRDM file/document	2 years
04758P	SGAAC Papers and records including ACOBA documentation	Papers presented to the Scottish Government Audit & Assurance Committee and records of its meetings	eRDM file/document	5 years
04759P	Collection and storing of information relating to remand patients	Files containing information about remand patients for the purpose of managing such patients under the Mental Health (Care and Treatment) (Scotland) Act 2003. Can include personal details, ward/hospital they are detained, medical & court reports	eRDM file/document	While Scottish Ministers have responsibility for patients under the Mental Health (Care and Treatment) (Scotland) Act 2003
04763P	Collection/processing data relating to Cross Border Transfers for restricted patients	Files containing information about cross border transfers for the purpose of managing transfers under the Mental Health (Care and Treatment) (Scotland) Act 2003. Includes personal details, medical history, welfare guardian details, risk assessment	eRDM file/document	While Scottish Ministers have responsibility for the patient under the Mental Health (Care and Treatment) (Scotland) Act 2003
04770P	Scottish Hospitals Inquiry (Category of individuals also including relatives, guardians and associates of the data subjects)	All files & docs - eRDM Public Inquiry into the construction of Queen Elizabeth University Hospital, Royal Hospital for Children and Young People and Department for Clinical Neurosciences: Information Request 1: Advice and Policy: 2021-2026	eRDM file/document	As per SG retention policy guidance
04774P	Lived Experience Panel - Contact Details	Contains personal details for service users	eRDM file/document	22/11/2023

04795P	NATIONAL: The Register of Independent Schools (AKA 'the public register')	Information gathered by the RoIS and in accordance with section 98 of the Education (Scotland) Act 1980.	Business application	As long as the asset is in use.
04797P	NATIONAL: The annual data collection	Data gathered by SG colleagues and held by RoIS at the end of the collection.	eRDM file/document	As long as the asset is in use.
04890P	Shared Measurement Framework - Stakeholder Log	Includes details of stakeholders - Task & Finish Groups, SMF Development Group	eRDM file/document	17/12/2022
04917P	Emergency Contact Details List	Emergency Contact Details List (staff and supplier)	eRDM file/document	as eRDM
04918P	Security Incident Respons Plan	ISD response to high critical Cyber Security incident	eRDM file/document	as eRDM
04921P	Harvest / Forecast	Toolset which allows Delivery to forecast the project spend / resources available and also record actuals, based on timesheet completion.	Business application	7 years
04923P	Restricted ERDM User Research Folder	ERDM file to hold restricted contact information, notes from interviews etc. This folder also holds the User Research Tracker Tool.	eRDM file/document	as eRDM
04928P	No One Left Behind, PESF and PESF Boost programmes Local Authority contact details	Contact details for local authority staff responsible for No One Left Behind, PESF and PESF Boost	eRDM file/document	5 years
04929P	DTD Digital Media Library	Digital Asset Management library service for Scot Gov	Cloud storage	Life of Service

04930P	CBAD Azure Platform	Azure platform for CBAD cloud native services	Cloud storage	Life of Service
04931P	CDS AWS Cloud Platform	AWS Cloud Platform, supporting Government Cloud workloads	Cloud storage	Life of service
04942P	CDS Payments Component/Service	Payments service allows outgoing payments to be made via the BACS network.	Cloud storage	Data reviewed yearly but retained if still in use.
04973P	Connecting Scotland Customer Data	A data set of contact details and some demographics Connecting Scotland customers. Day to day operation of the Connecting Scotland service, reporting and research	External (third party) storage location	3 years
04975P	Connecting Scotland Datasets - Customer Data, Mobile usage data, Survey data	Data from different sources stored on the Leidos platform to allow reporting and insight analysis	External (third party) storage location	3 years
05005P	ScotStat email system	ScotStat email system is used to notify users of developments in Scottish statistics. It uses the Mailchimp platform. Users provide an email address and select topics they wish to receive updates for.	External (third party) storage location	Data retained by SG until user requests removal. No control over Mailchimp retention but personal data is limited to email address so risk is low.
05006P	DTD MyGov Product	MyGov Website (and DTD content on that)	Cloud storage	Life of Service
05007P	gov.scot Product	gov.scot Website (and Digi Comms content on that)	Cloud storage	Life of Service
05008P	Scottish Wholesale Food and Drink Resilience Fund (2) Applications and Supporting Information	eRDM folder containing electronic records for applications	eRDM file/document	5 year (Feb 2027)

05050P	Employability Division - Asset Register - 2019 onwards	Register for Employability Division Assets (Laptops, Phones, MiFi etc)	eRDM file/document	12 months
05057P	No One Left Behind Communication and Engagement Strategy and Action Plan - January 2022	Action plan for 2022 for comms and engagement of NOLB	eRDM file/document	12 months
05058P	Employability Core Brief - December 2021	document with top lines for areas of interest across Employability division	eRDM file/document	12 months
05061P	Saltire Scholarships Application Form	Application form to enable students from China, Japan, India, Pakistan, USA and Canada to apply to the Saltire Scholarships programme	Cloud storage	1 Year
05065P	Our Place website	website that brings together existing sources of information on place and place-based working, commitment in the 2021/22 PfG	External (third party) storage location	will be regularly reviewed and deleted once no longer required
05071P	CIIG - evidence for the Scottish Covid Inquiry	Evidence in relation to handling of the pandemic Covid 19 by the SG provided to the Inquiry under The Inquiry Act	eRDM file/document	15 years
05072P	CIIG- documents that support providing the evidence to the Scottish Covid Inquiry	Variety of documents that enable CIIG to provide evidence- processes, briefings, submissions s,	eRDM file/document	5 years
05074P	MailChimp	Email client to provide internal communications services to People Directorate	External (third party) storage location	1 month, rolling basis

05075P	Childcare Sector Omicron Impacts Fund - childminding services application process	Data related to applications from childminding services for the Childcare Sector Omicron Impacts Fund, a one-off fund to support the sector. Data will be from applications and data from Care Inspectorate used to verify applications.	Network drive/folder	Until all applications have been processed and, in line with the Privacy Notice, to retain the minimum amount of information required to meet our legal obligations to share certain data with other public bodies, such as HMRC.
05076P	R100 Scottish Broadband Voucher Scheme CRM Platorm	CRM tool for managing all aspects of administration of the the broadband voucher scheme - processing projects. voucher requests and management of suppliers	External (third party) storage location	Duration of R100 Programme Roll Out
05096P	2022 Local Government Candidate Diversity Survey	The dataset contains information on the demographic characteristics, previous experience and caring responsibilities of candidates and elected members at the 2022 local government election in Scotland	Network drive/folder	Unlimited retention period (collected for research purposes)
05099P	Letter of Condolence to next of kin for REDACTED	letter of condolence	eRDM file/document	2 years
05100P	Letter from Nicola Sturgeon to REDACTED	letter of condolence	eRDM file/document	2 years
05101P	Letter from Nicola Sturgeon to REDACTED	letter of condolence	eRDM file/document	2 years
05102P	Letter from Nicola Sturgeon to REDACTED	letter of condolence	eRDM file/document	2 years

05104P	Building Standards Division Procedural Correspondence Register	The register lists all Ministerial + Official correspondence cases and general emails to BSD that are handled by the Procedures and Workforce Team. The register logs correspondence by date of receipt, name of correspondent and topic of enquiry.	eRDM file/document	Information will be held on a rolling 12 month basis. Entries for a whole month will be deleted after 1 year on the register as reference can be made to the original email and reply on eRDM.
05105P	2022 Local Government Candidate Diversity Survey - Candidate Names	We ask for candidate's name candidates so we can understand the diversity both of all candidates at the elections, and of those who are ultimately elected. Once the Scottish Government receives the data, the dataset will be pseudonymised.	Network drive/folder	30 days after the results of the 2022 Local Government Election (3rd June 2022)
05106P	2022 Local Government Candidate Diversity Data - Recontact Data	Candidates asked if they would like to be sent a copy of the report and/or if they would be willing to participate in possible follow up research. Candidates only provide their email address if they respond 'yes' to either of these questions.	Network drive/folder	6 years (May 2028)
05107P	REDACTED Letter from FM	Condolence Letter	eRDM file/document	2 years
05108P	Letter to REDACTED from FM	Condolence Letter	eRDM file/document	2 years
05110P	'Fair Start Scotland - Marketing Insights Research Final Presentation - Trinity McQueen'	Email thread containing Fair Start Scotland Marketing Insights Research Final Presentation by Trinity McQueen	eRDM file/document	12 months

05111P	National Standardised Assessments for Scotland	An online assessment system, delivered through schools to all children and young people in receipt of publicly funded education. (link to Asset 02806P)	Cloud storage	personal user information will be retained for 9 months after the user has left the publicly provided education system. Anonymised data will be retained thereafter, to monitor assessment performance trends over time.
05112P	Wills and Property in Co-ownership	Data held by Registers of Scotland and being shared to carry out research into will making practices in Scotland.	Hyperlink	Initially 4 week period - subject to further review and then for no longer than 6 months.
05114P	Homes for Ukraine/Warm Scottish Welcome data	Personal data of individuals arriving in Scotland through the Homes for Ukraine and Warm Scottish Welcome Schemes	Business application	2 years
05129P	SG Central Analysis finance file	standard finance folder that holds divisional budget management information	eRDM file/document	7 years
05130P	SG Central Analysis admin files	standard divisional admin files. Material includes business support, business planning, risk, assurance and business continuity for SG Central Analysis and Office of the Chief Researcher	eRDM file/document	7 years
05134P	Forensic Mental Health Policy: 2019-2024	eRDM policy file - forensic mental health inpatient services	eRDM file/document	in line with eRDM retention guidelines
05136P	Restricted Patients: Victim Notification Scheme (NVS): Part 2: 2020-2025	eRDM folder - VNS	eRDM file/document	in line with eRDM retention policy

05140P	Research on Child Poverty in Households with a Baby or a Young Mother	Interview data and participant details for small qualitative research project on child poverty in households with a baby or young mother	eRDM file/document	9 months
05141P	People's Panel for COVID-19 Recovery	Personal and special category data concerning People's Panel members and reserve members	Analytical data management (ADM) system	2 year
05144P	Record level HL1 and PREVENT1 information on homelessness applications	A reduced set of the HL1 (homelessness applications) and PREVENT1 (homelessness prevention) datasets to be shared with University of Edinburgh for statistical and research purposes	External (third party) storage location	5 years
05145P	Standard Stats Survey	A standard feedback survey for inclusion in statistical publications. While the survey is anonymous, respondents may choose to provide personal information if they wish to be contacted regarding their feedback.	External (third party) storage location	1 year
05149P	Scottish Food and Drink Producers Fund Applications and Supporting Information	eRDM folder containing electronic records for applications	eRDM file/document	5 year (May 2027)
05191P	SRDP Scheme case files (AOs paper files)	Paper case files holding information on each business (BRN), applications, claims and correspondence	Physical files (non electronic)	10 years
05193P	Rural Payments and Services system (operational and public site)	All related to operational and public site	Business application	tbc
05195P	LEADER files 2014- 2020	To keep auditable records	Physical files (non electronic)	10 years for papers/ digital as eRDM

05196P	Performance and payment analytical reports	Operational reports to provide performance (application processing, error clearance etc) and payment (number and value paid, blockers to payment) across Pillar 1 and Pillar 2 schemes, used to inform scheme and strategic performance	eRDM file/document	as eRDM
05197P	Ad hoc analytical reports and tools designed and/or maintained by Insights & Analytics	Operational reports and tools, usually as spreadsheets, that provide insights from data. Includes SAF Online call trackers, analysis of resource models and LMF monitoring.	eRDM file/document	as per eRDM
05198P	Inspections Team Mailbox- xc_mailbox@gov.scot pollution_pests_and_landuse@gov.scot LDT_mailbox@gov.scot	Communication and information sharing with internal and external colleagues	Outlook public folder	emails saved into eRDM- as per eRDM; emails in outlook-tbc
05202P	2015-2020 SEPA list of abstraction licence holders	Spreadsheet containing details of business who have an active or revoked abstraction licence	eRDM file/document	as eRDM
05203P	2015-2020 SEPA Current & Revoked Groundwater Licences	Spreadsheet containing details of business who have an active or revoked disposal licence	eRDM file/document	as eRDM
05204P	2015-2021 APHA TB inspection Information	Spreadsheet containing list of businesses who are due a TB inspection	eRDM file/document	as eRDM
05205P	2015-2021 APHA Claimant Information	Spreadsheet containing list of animal keepers who are also support scheme payments	eRDM file/document	as eRDM
05206P	2015-2021 APHA Animal Welfare Control Report Forms	APHA Animal Welfare inspection control report forms	eRDM file/document	as eRDM
05208P	2015-2021 Cross Compliance QMC selection & templates	Spreadsheet checklist to quality manage inspections and staff work	eRDM file/document	as eRDM
05210P	2015-2021 VMD Inspection Results	Spreadsheet containing results of SMR 4 + 5 inspections carried out by VMD	eRDM file/document	as eRDM

05211P	2015-2021 Cross Compliance Inspection Monitoring Reports	Inspection monitoring data and statistics	eRDM file/document	as eRDM
05212P	2020 -2021 FIS merge processing emails	Emails containing LMF boundary information	eRDM file/document	as eRDM
05214P	Cross Compliance referrals	Emails from other organisations referring cross compliance cases for investigation	eRDM file/document	as eRDM
05215P	Cross Compliance Data Protection Act-Schedule 2 request for information	Request from other organisations for personal data	eRDM file/document	as eRDM
05216P	Cross Compliance FOIs/MACC's/MiCase/Media enquiry	Responses the public & media in response to Freedom of Information requests ministerial and general correspondance	eRDM file/document	as eRDM
05218P	Food Standards Scotland - Invoices/PO's	Invoices and purchase orders for inspection tasks carried out by RPID on behalf of FSS	eRDM file/document	as eRDM
05219P	Staff training record	Spreadsheet detailing staff training attendance	eRDM file/document	as eRDM
05221P	QMC Proforma - SGII, SUSSS, CII	Proforma used to capture findings of individual QMC.	eRDM file/document	as eRDM
05222P	QMC Mastersheet (analysis of all QMC's)	Quality Management Checks undertaken on a selected sample of inspections to ensure quality of inspections and inspectors work	eRDM file/document	as eRDM
05224P	Annual Inventory data - RESAS - email and spreadsheet - SGII	Email with excel attachment of RESAS Annual Inventory returns	eRDM file/document	as eRDM
05225P	APHA - registered keepers - SGII, SUSSS, CII	APHA flock / herd register	eRDM file/document	as eRDM
05226P	LIS Inspection data - I D & T & VCS	Businesses selected for inspection (SGII & CII)	Business application	tbc

05227P	ETAS Tag purchases (fed through LIS)	Tag orders	Business application	tbc
05229P	SIACS - Inspection data ID & T & VCS	SUSSS inspections and previous CII and SGII	Business application	tbc
05230P	Case study	Case study training aid for sheep inspectors	eRDM file/document	as eRDM
05233P	13 day standstill	Spreadsheet collating businesses with 13 day standstill agreement	eRDM file/document	as eRDM
05234P	Training log	spreadsheet detailing inspector's completion of SGII training materials	eRDM file/document	as eRDM
05236P	CTS transition documents (CII)	tbc	eRDM file/document	as eRDM
05237P	BCMS Risk selection	tbc	eRDM file/document	tbc
05239P	New start / refresh training	Training material provided for new start and experienced inspectors	eRDM file/document	as eRDM
05241P	E-learning package for sheep inspectors	E-learning package for sheep inspectors	Business application	tbc
05242P	CAP Convergence Payments 2019	To calculate and make convergence payments. To share guidance and procedures; to keep audit trails; for reporting, and to record ministerial correspondence. 1 eRDM folder and 1 Apex database related to this.	eRDM file/document	as eRDM
05253P	2015-2019 SEPA Abstraction Assessments	Document containing assessment of compliance with SEPA abstraction licence	eRDM file/document	as eRDM
05254P	2015-2019 SEPA Abstraction Returns	Document from farmer detailing volume of water abstracted on a daily basis during theyear.	eRDM file/document	as eRDM
05255P	2015-2019 SEPA Abstraction Breach Letters	Letters sent to customers containing abstraction breach details	eRDM file/document	as eRDM

05256P	2019 - 2020 Cross Compliance Inspection list	Spreadsheets containing businesses selected for a 2019 and 2020 cross compliance inspection	eRDM file/document	as eRDM
05257P	2015-2020 Cross Border XC Inspection Business Information	Documents containing information of cross border business inspections	eRDM file/document	as eRDM
05258P	2015-2021 Appeal / Land Court documents & correspondance	Documents relating to stage 1 and stage 2 appeal	eRDM file/document	as eRDM
05259P	Internal & EU Audit documents & correspondance	Copies of inspection procedures and outcomes	eRDM file/document	as eRDM
05261P	Digital Assurance Office Project Register	A summary of all projects falling within the auspices of the Technology Assurance Framework	eRDM file/document	On-going. Individual projects are retained following closure for future reference.
05262P	Information on major project reviewers	Details of major project reviewers including but not limited to security clearance ,qualifications, CV's and experience and contact details	eRDM file/document	Close eRDM File after 5 years. Destroy 10 years after closure
05263P	Procurement related documentation	Documents relating to the procurement of interim managers and reviewer resource e.g. ITTs, contract award letters	eRDM file/document	Close eRDM File after 5 years. Destroy 10 years after closure
05264P	Islands Bond Consultation and Analysis	Consultation exercise	eRDM file/document	as eRDM
05265P	Low income families insight gathering	Insight gathering to inform communications with low income families around child poverty related areas.	External (third party) storage location	Until the project is complete
05275P	SCD Administration Folder - 2022	Has all of the operational information for Safer Communities Division	eRDM file/document	3 years

05283P	Resilience Division Skills Audit	Resilience Division Skills Audit	eRDM file/document	10 years
05289P	Pictures in Flickr	Stock photo repository	External (third party) storage location	tbc
05290P	ARIOB - Board members' contact details	Contact details for ARIOB members	eRDM file/document	as eRDM
05294P	Health and Wellbeing Census	Data shared by local authorities with the SG in relation to their own health and wellbeing census of their P5 - S6 pupils in publicly funded schools in Scotland	Analytical data management (ADM) system	Indefinite
05307P	Warm Scottish Welcome	Digital Service to support matching of displaced persons from Ukraine with Scottish hosts	Cloud storage	Duration of service
05316P	Social Justice Strategic Partnerships: Policy, Strategy and Governance: 2021-2026 details	Contains policy development, learning reports, strategy and influence group, Senior Civil Servant and Ministerial engagement, submissions and briefings	eRDM file/document	15 Years
05317P	Social Justice Strategic Partnerships: Grant Management: 2021-2026	Contains 6 and 12 month reviews for SIP third sector partners – corresponding KPIs and budgets. Case Studies, photographs etc relating to grants in here too	eRDM file/document	15 Years
05318P	Social Justice Strategic Partnerships: Supporting Young People through Mentoring: 2021-2026	Scottish Mentoring and Leadership Programme. All documentation pertinent to SMLP	eRDM file/document	15 Years
05319P	Social Justice Strategic Partnerships: Local Partnerships: 2021-2026 details	Clackmannanshire Family Wellbeing Partnership Tayside Collaborative and other place-based partnerships with LAs	eRDM file/document	15 Years
05354P	Digital Identity Scotland	Digital Service supporting Secure Sign On (SSO) and Prove Who You Are (PWYA) to facilitate access to digital public service	Cloud storage	Duration of service

05359P	Child Poverty: Dundee Pathfinder: 2022-2027	Contains policy development, programme management, board papers and senior civil servant and ministerial engagement.	eRDM file/document	15 Years
05371P	Lived Experience Experts Panel Register	Database containing the name, contact details and personal information of people on the Lived Experience Experts Panel.	eRDM file/document	5 Years for selected Panel Members and 2 years with option to continue for people on the Panel waiting list
05395P	Short Term Let licence application dataset	A combined dataset of the STL licence applications shared with Scottish Government by the local authorities	Network drive/folder	Indefinite
05404P	Records relating to the NXD cohort	Records relating to the NXD cohort; expenses; activity tracker; letters of appointment/ reappointment; key communications relevant to their roles; conflicts of interest; valedictory letters etc	eRDM file/document	9 years
05419P	Closure of the New School Butterstone: independent review report	Published report of independent review into the closure of the New School Butterstone	eRDM file/document	10 years
05420P	DHAC - Master Asset list	IT Asset Management Documentation	eRDM file/document	10 years
05422P	DHAC - Invoice monitoring	For the Business Support Unit to Internally monitor the purchase orders raised and status of payment to effectively forecast and ensure suppliers are paid - this is a formal way to keep track over and above the PECO's system	eRDM file/document	10 years

05423P	DHAC - SLA and Contract tracker	Monitoring of Contingent workers contract information. To gather information on all contracts to ensure these are paid appropriately, contracts and SLA documentation is saved and tracked, end dates are known and monitored in advance of completion.	eRDM file/document	10 years
05433P	ICIMS	Applicant Tracking System which has replaced Vacancies Online. Used by the majority of SG to run recruitment campaigns and by candidates to apply for our roles.	Cloud storage	2 years
05434P	Amiquis	Pre-Employment Service used by candidates as part of their pre-employment checks to join SG.	Cloud storage	2 years
05435P	Linked-In Premium Recruiters Licences	Used by Resourcing Team to analyse labour markets in particular areas and 'target' specific candidates based on their skills and then try to make them apply for our roles.	Cloud storage	1 year
05436P	Work For Scotland	The website our job adverts are listed on. Candidates submit their details on here and apply for our jobs. This is linked to ICIMS.	Cloud storage	2 years
05437P	Resourcing Policy - SG Microsoft Teams Channel	A place for the 6 members of the Resourcing Policy Team to store and share certain documents and chat over emails/cases coming into the shared inbox.	Cloud storage	In line with SG document and 'chat' retention periods.
05438P	Women's Health Plan Qualitative Interview Data	Data from interviews to be shared with REDACTED when she leaves her current fellowship back to her university	eRDM file/document	Autumn 2023

05439P	Datapipeline for early learning and childcare	Data on Scottish households with a child eligible for funded ELC at age 2 due to receipt of UK level benefits	Analytical data management (ADM) system	Until the next set of data comes in (max 4 months)
05460P	Lamb predation project	Research project undertaken by SASA's Wildlife Management Team into lamb predation on farms.	Network drive/folder	Duration of project then review.
05481P	Fair Start Scotland Evaluation	Datasets and transcriptions arising from in-house evaluations of Fair Start Scotland	eRDM file/document	14/12/2027
05498P	Agricultural Worker Industry Engagement and Communication Privacy Notice	Privacy notice relating to communications and storage of contact details for agricultural stakeholders	eRDM file/document	5 years
05499P	Agricultural Wages Enforcement Team Privacy Notice	Privacy notice relating to retention, storage and processing of data relating to Agricultural Wages inspections	eRDM file/document	5 years
05501P	Scottish Prison Service Management Information Daily	Daily information form SPS MI collated for analysis	Analytical data management (ADM) system	Indefinite
05516P	Stakeholder Register	Database of contact details for individuals representing organisations joining the Key Stakeholder Register	eRDM file/document	2 years
05518P	National Care Service Stakeholder Engagement Tracker	database for the tracking of stakeholder engagement across the NCS programme	eRDM file/document	5 years
05519P	Employability Division - Organogram	Details of colleagues jobs and roles within the Employability Division	eRDM file/document	12 months
05520P	Employability Division - Staff in Post	Details of staff in post across Employability Division	eRDM file/document	12 Months

05524P	Scottish Health Survey - contact details for follow-up research	Personal contact details of those who have taken part in SHeS and agreed to be contacted for further research	External (third party) storage location	Indefinite, to be reviewed every five years
05527P	Carers Census Scotland	Carers Census Scotland	Analytical data management (ADM) system	Exempt
05532P	Place-Based Delivery Unit (SharePoint Site)	Contains policy development, programme management, board papers and senior civil servant and ministerial engagements.	Cloud storage	15 Years
05543P	Office of Chief Researcher finance file	standard finance file that holds divisional financial information	eRDM file/document	7 years
05552P	Social research profession: Resourcing: Policy and workforce management: 2018-2023	https://erdm.scotland.gov.uk/documents/qA786656 - File containing documents relating to recruitment in social research profession	eRDM file/document	5 years
05553P	Social Research Profession: Resourcing: Campaigns 2023: 2023-2028	https://erdm.scotland.gov.uk/documents/qA1558392/details - Campaign information from 2023 onwards	eRDM file/document	5 years
05554P	Social research profession: Resourcing : Expression of interest: Part 3: 2023-2028	https://erdm.scotland.gov.uk/documents/qA1577791 - Contains personal information such as CVs and phone/email addresses of potential candidates	eRDM file/document	5 years
05555P	Social research profession: Resourcing: Fast stream - management, correspondence and assignments: 2018-2023	https://erdm.scotland.gov.uk/documents/qA786657 Resourcing data on fast stream applicants and staff contains sensitive information	eRDM file/document	5 years

05557P	Office of the Chief Researcher: UKRI Policy fellowships (2023): 2023-28	https://erdm.scotland.gov.uk/documents/qA1583781 - documents in relation to administration of UKRI policy fellowship scheme in SG	eRDM file/document	5 years
05559P	Social Research Group: Government Economic and Social Research Unit (GESR): Part 3: 2023-2028	https://erdm.scotland.gov.uk/documents/qA1583874 / Liaison and general correspondence inc. board papers	eRDM file/document	5 years
05563P	Office of the Chief researcher: SPRE Grant management (2023): 2023-28	documents relating to management of the SPRE Grant	eRDM file/document	5 years
05574P	Directorate Budget Management Workbooks FY 2021/22	Workbooks contain divisional budget and staffing information which is compiled into directorate level workbook.	eRDM file/document	3 years
05575P	Directorate Budget Management Workbooks FY 2022/23	Workbooks contain divisional budget and staffing information which is compiled into directorate level workbook.	eRDM file/document	3 years
05576P	Directorate Budget Management Workbooks FY 2023/24	Workbooks contain divisional budget and staffing information which is compiled into directorate level workbook.	eRDM file/document	3 years
05577P	Attendance Management Information 2021/22	Workbook based Management Information on Annual Working Days Lost	eRDM file/document	3 years
05578P	Attendance Management Information 2022/23	Workbook based Management Information on Annual Working Days Lost	eRDM file/document	3 years
05579P	Attendance Management Information 2023/24	Workbook based Management Information on Annual Working Days Lost	eRDM file/document	3 years

05599P	Rose Regeneration's Social Value Engine	Online monitoring and evaluation tool to measure the social impact of CLLD funding.	Business application	TBC
05604P	CDS Azure Cloud Platform	Azure Cloud Platform, supporting Government Cloud workloads	Cloud storage	Life of service
05608P	Business Management eRDM folder	Business Management storing information and corporate commissions	eRDM file/document	As per eRDM
05609P	ISD Senior Management Team SMT folder	Business Management storing information and corporate commissions relating to Senior Manager team actions	eRDM file/document	As per eRDM

AssetNumber	NameOfDataController	PurposeOfDataProcessing_id	CategoryOfIndividual_id	DataTransferredOutsideUK	Lawfulness_Id
00001P	Scottish Government	Accounting and auditing	Suppliers, other payees and customers	No	Public task
00002P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Consent
00035P	Scottish Government	Legal services	Citizen data	No	Public task
00036P	Scottish Government	Legal services	Citizen data	No	Public task
00037P	Scottish Government	Legal services	Citizen data	No	Public task
00038P	Scottish Government	Legal services	Citizen data	No	Public task
00084P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task

00086P	Scottish Government	Administration of public or government services	Suppliers	No	Public task
00100P	Scottish Government	Policing	Industry representatives	No	Law enforcement
00119P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Consent
00128P	Scottish Government	Accounts and records	Customers and clients	No	Contract
00129P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00131P	Scottish Government	Administration of public or government services	Suppliers	Yes	Legal obligation

00132P	Scottish Government	Consultancy and advisory services	Customers and clients	No	Contract
00133P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00150P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00151P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00152P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00153P	Scottish Government	Administration of public or government services	Customers and clients	Yes	Public task
00154P	Scottish Government	Research	Customers and clients	No	Public task

00157P	Scottish Government	Administration of public or government services	Customers and clients	Yes	Public task
00159P	Scottish Government	Information and databank administration	Members or supporters	No	Public task
00160P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00161P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00162P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00163P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00168P	Scottish Ministers	Education	Staff including volunteers, agents, temporary and casual workers	Yes	Legitimate interests

00192P	Scottish Government	Accounts and records	Customers and clients	No	Consent
00193P	Scottish Government	Accounts and records	Customers and clients	No	Consent
00203P	Scottish Government	Policing	Industry representatives	No	Law enforcement
00204P	Scottish Government	Stakeholder management	Industry representatives	No	Law enforcement
00206P	Scottish Government	Information and databank administration	Industry representatives	No	Law enforcement
00208P	Scottish Government	Stakeholder management	Industry representatives	No	Law enforcement
00210P	Scottish Government	Stakeholder management	Industry representatives	No	Consent
00211P	Scottish Government	Licencing and registration	Industry representatives	No	Law enforcement
00217P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
00221P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Public task

00228P	Scottish Government	Policing	Offenders and suspected offenders	No	Law enforcement
00229P	Scottish Government	Policing	Offenders and suspected offenders	No	Law enforcement
00230P	Scottish Government	Policing	Offenders and suspected offenders	No	Law enforcement
00258P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
00276P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
00277P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
00298P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00302P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00349P	Scottish Ministers	Research	Students and pupils	No	Public task
00350P	Scottish Ministers	Research	Students and pupils	No	Public task
00354P	Scottish Ministers	Research	Citizen data	No	Public task
00356P	Scottish Minsiters	Research	Students and pupils	No	Public task

00359P	Scottish Ministers	Research	Citizen data	No	Public task
00360P	Scottish Ministers	Research	Students and pupils	No	Public task
00364P	Scottish Ministers	Research	Students and pupils	No	Public task
00367P	Scottish Ministers	Research	Staff including volunteers, agents, temporary and casual workers	No	Public task
00371P	Scottish Ministers	Research	Students and pupils	No	Public task
00372P	Scottish Ministers	Research	Students and pupils	No	Public task
00375P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
00380P	Scottish Government	Benefits, grants and loan administration	Suppliers, other payees and customers	No	Contract
00383P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task

00384P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
00388P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00389P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00390P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00393P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00394P	Scottish Ministers	Research	Students and pupils	No	Public task
00432P	The Scottish Government	Accounting and auditing	Advisers, consultants and other professional experts	No	Public task

00440P	Scottish Government	Research	Students and pupils	No	Public task
00441P	Scottish Government	Research	Students and pupils	No	Public task
00447P	Scottish Government	Research	Citizen data	Yes	Public task
00448P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
00454P	Scottish Government	Education	Citizen data	No	Legal obligation
00478P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
00483P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task

00488P	SG	Information and databank administration	Complainants, correspondents or enquirers	No	Consent
00509P	Scottish Government	Administration of justice	Applicant - licensing and registration	No	Legal obligation
00563P	Scottish Government	Information and databank administration	Citizen data	No	Legal obligation
00564P	Scottish Government	Stakeholder management	Industry representatives	No	Legal obligation
00565P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Public task
00594P	Scottish Government	Health administration and services	Customers and clients	No	Public task
00601P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
00604P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task

00610P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
00629P	Scottish Government	Administration of staff	Advisers, consultants and other professional experts	No	Contract
00676P	Scottish Government	Administration of justice	Offenders and suspected offenders	Yes	Legal obligation
00677P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Legal obligation
00678P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Legal obligation
00720P	Scottish Government	Administration of membership records	Staff including volunteers, agents, temporary and casual workers	No	Consent
00721P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests

00729P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
00730P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00737P	Scottish Government	Research	Customers and clients	No	Public task
00742P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
00744P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
00749P	Scottish Government	UK Honours	Customers and clients	No	Public task

00750P	Scottish Government	Information and databank administration	Customers and clients	No	Public task
00751P	Scottish Government	Information and databank administration	Customers and clients	No	Public task
00794P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Public task
00797P	The Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Consent
00800P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Contract
00811P	Scottish Government	Information and databank administration	Citizen data	No	Public task

00815P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
00816P	Scottish Government	Accounting and auditing	Customers and clients	No	Public task
00817P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
00820P	Scottish Governmnet and other agencies	Information and databank administration	Citizen data	No	Criminal offences
00821P	Scottish Government	Accounting and auditing	Customers and clients	No	Legal obligation
00822P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
00823P	Scottish Government	Accounting and auditing	Customers and clients	No	Public task

00824P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00825P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00827P	Scottish Government	Accounts and records	Suppliers	No	Legal obligation
00828P	Scottish Government	Accounting and auditing	Customers and clients	No	Legal obligation
00902P	Scottish Government	Administration of public or government services	Customers and clients	No	Legitimate interests
00939P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00941P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
00950P	Scottish Government	Research	Citizen data	No	Consent

00958P	Scottish Government	Journalism and media	Complainants, correspondents or enquirers	No	Legal obligation
00959P	Scottish Government	Trading/sharing in personal information	Citizen data	No	Consent
00960P	Scottish Government	Journalism and media	Citizen data	Yes	Consent
00961P	Scottish Government	Journalism and media	Citizen data	No	Consent
00969P	The Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
00970P	The Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
00989P	Scottish Government	Consultancy and advisory services	Industry representatives	No	Consent
01010P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
01017P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Consent
01166P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation

01171P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
01177P	Scottish Government	Administration of public or government services	Patients	No	Legal obligation
01180P	Scottish Government	Administration of public or government services	Patients	No	Legal obligation
01285P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
01287P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	Yes	Public task
01290P	Scottish Government	Administration of public or government services	Customers and clients	Yes	Public task
01299P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Legal obligation

01300P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Criminal offences
01301P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Legal obligation
01302P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Public task
01336P	Scottish Government	Administration of public or government services	Customers and clients	No	Legitimate interests
01349P	Scottish Ministers	Administration of public or government services	Citizen data	No	Contract
01353P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
01362P	Scottish Government	Accounting and auditing	Suppliers, other payees and customers	No	Contract
01397P	Scottish Government Medicines Policy Team	Health administration and services	Complainants, correspondents or enquirers	No	Consent

01399P	Scottish Government Medicines Policy Team	Health administration and services	Advisers, consultants and other professional experts	No	Legitimate interests
01402P	Scottish Government Medicines Policy team	Health administration and services	Advisers, consultants and other professional experts	No	Legitimate interests
01407P	Scottish Government Medicines Policy Team	Health administration and services	Advisers, consultants and other professional experts	No	Legitimate interests
01415P	Scottish Ministers	Legal services	Complainants, correspondents or enquirers	No	Public task
01416P	Scottish Government Medicines Policy Team	Health administration and services	Complainants, correspondents or enquirers	No	Contract
01417P	Scottish Government Medicines Policy Team	Health administration and services	Complainants, correspondents or enquirers	No	Legitimate interests
01447P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01448P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation

01449P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01450P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Spec Cat - refer to IADP
01451P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01452P	Scottish Government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Spec Cat - refer to IADP
01453P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Spec Cat - refer to IADP
01454P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Spec Cat - refer to IADP
01456P	Scottish Ministers	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
01457P	Scottish Ministers	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests

01460P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Contract
01469P	Scottish Ministers	Accounts and records	Citizen data	No	Vital interests
01476P	Scottish Government	Administration of justice	Patients	No	Legal obligation
01481P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01483P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01484P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01485P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation

01488P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01492P	Scottish Ministers	Benefits, grants and loan administration	Suppliers, other payees and customers	No	Legal obligation
01493P	Scottish Government Pharmacy Division	Health administration and services	Citizen data	No	Legitimate interests
01494P	Scottish Government Pharmacy Division	Health administration and services	Advisers, consultants and other professional experts	No	Legitimate interests
01509P	Scottish Ministers	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
01510P	Scottish Ministers	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
01511P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01512P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01520P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation

01521P	Scottish Government	Pensions administration	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01522P	Scottish Government	Pensions administration	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01523P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01524P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01525P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01526P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01527P	Scottish Ministers	Administration of justice	Customers and clients	No	Public task
01528P	Scottish Ministers	Appointments	Applicants for appointment	No	Public task
01529P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task

01535P	Scottish Government	Advertising, marketing and public relations for others	Customers and clients	No	Public task
01536P	Scottish Government	Advertising, marketing and public relations	Customers and clients	No	Public task
01537P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
01538P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
01539P	Scottish Government	Advertising, marketing and public relations	Complainants, correspondents or enquirers	No	Public task
01540P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
01541P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
01545P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
01546P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
01549P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
01550P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task

01551P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
01552P	Scottish government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
01553P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01554P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01555P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01556P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01557P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01558P	Scottish Government - Public Appointments	Appointments	Advisers, consultants and other professional experts	No	Legal obligation
01559P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01560P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01561P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation

01562P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01563P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01564P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01565P	Scottish Government - Public appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01566P	Scottish Government - Public Appointments	Archiving	Advisers, consultants and other professional experts	No	Legal obligation
01567P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01568P	Scottish Government - Public Appointments	Accounts and records	Advisers, consultants and other professional experts	No	Legal obligation
01569P	Scottish Government	Information and databank administration	Complainants, correspondents or enquirers	No	Legal obligation
01570P	Scottish Government - Public Appointments	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01571P	Scottish Government - Public Appointments	Advertising, marketing and public relations for others	Customers and clients	No	Legal obligation
01572P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation

01573P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01574P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
01575P	Scottish Government - Public appointments	Consultancy and advisory services	Advisers, consultants and other professional experts	No	Legal obligation
01576P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
01587P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
01588P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
01592P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
01598P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01606P	Scottish Government	Stakeholder management	Citizen data	No	Consent
01607P	Scottish Government	Stakeholder management	Customers and clients	No	Public task

01608P	Scottish Ministers	Research	Citizen data	No	Public task
01627P	Scottish Government	Accounts and records	Citizen data	No	Legal obligation
01632P	Scottish Government	Accounts and records	Citizen data	No	Legal obligation
01655P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
01656P	Scottish Government	Administration of staff	Members or supporters	No	Consent
01658P	Scottish Government	Legal services	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01659P	Scottish Government	Legal services	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01660P	Scottish Government	Legal services	Customers and clients	No	Legal obligation
01664P	Scottish Government	Archiving	Complainants, correspondents or enquirers	No	Public task

01665P	Scottish Government	Archiving	Complainants, correspondents or enquirers	No	Public task
01668P	The Scottish Government	Health administration and services	Customers and clients	No	Contract
01675P	The Scottish Government	Accounts and records	Customers and clients	No	Public task
01682P	Scottish Government - Education Analytical Services	Research	Students and pupils	No	Public task
01706P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
01714P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01715P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01716P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation

01731P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
01753P	Scottish Government	Research	Advisers, consultants and other professional experts	No	Public task
01805P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01806P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01807P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01808P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01809P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01810P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task

01811P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01812P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01813P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01814P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01815P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01816P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01817P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
01818P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task

01822P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01823P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
01826P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Public task
01827P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Public task
01828P	Scottish Government	Administration of justice	Offenders and suspected offenders	No	Public task
01835P	Scottish Government	Legal services	Customers and clients	No	Public task
01844P	Scottish Government	Constituency casework	Citizen data	No	Public task

01845P	Scottish Government	Consultancy and advisory services	Advisers, consultants and other professional experts	No	Consent
01848P	Scottish Government	Constituency casework	Students and pupils	No	Public task
01855P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Vital interests
01861P	Scottish Government	Information and databank administration	Customers and clients	No	Public task
01876P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
01881P	Scottish Government	Education	Students and pupils	No	Public task
01884P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
01888P	Scottish Government	Administration of public or government services	Citizen data	No	Public task

01889P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
01890P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
01891P	Scottish Government, Local authorities, and ELC settings	Research	Students and pupils	No	Public task
01893P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
01894P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Public task
01895P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Public task
01896P	Scottish Government	Accounts and records	Customers and clients	No	Public task

01900P	Scottish Government	Accounting and auditing	Customers and clients	No	Legal obligation
01901P	Scottish Government	Accounting and auditing	Customers and clients	No	Legal obligation
01902P	Scottish Government	Accounting and auditing	Customers and clients	No	Legal obligation
01905P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
01906P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
01913P	Scottish Government	Stakeholder management	Industry representatives	No	Legitimate interests

01914P	Scottish Government	Provision of financial services and advice	Customers and clients	No	Legitimate interests
01915P	Scottish Government	Licencing and registration	Customers and clients	No	Public task
01916P	Scottish Government	Licencing and registration	Applicant - licensing and registration	No	Legal obligation
01917P	Scottish Government	Licencing and registration	Applicant - licensing and registration	No	Legal obligation

01918P	The Scottish Government	Archiving	Complainants, correspondents or enquirers	No	Consent
01920P	Scottish Government	Accounting and auditing	Customers and clients	No	Consent
01921P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Consent
01922P	Scottish Government	Stakeholder management	Members or supporters	No	Public task
01923P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Legal obligation
01924P	Scottish Government	Stakeholder management	Industry representatives	No	Legal obligation
01925P	Scottish Government	Crime prevention and prosecution of offenders	Complainants, correspondents or enquirers	No	Law enforcement
01946P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Criminal offences
01948P	Scottish Government	Stakeholder management	Industry representatives	No	Legal obligation

01949P	Scottish Government	Stakeholder management	Industry representatives	No	Legal obligation
01953P	Scottish Government	Health administration and services	Patients	No	Consent
01956P	Scottish Government	Health administration and services	Patients	No	Public task
01957P	Scottish Government	Health administration and services	Patients	No	Public task
01958P	Scottish Government	Health administration and services	Patients	No	Public task
01959P	Scottish Government	Health administration and services	Advisers, consultants and other professional experts	No	Public task
01960P	Scottish Government	Health administration and services	Citizen data	No	Public task
01966P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
01967P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
01973P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task

01974P	Scottish Government	Health administration and services	Customers and clients	No	Public task
01975P	Scottish Government	Health administration and services	Applicants for appointment	No	Public task
01977P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
01981P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
02014P	Scottish Ministers	Research	Students and pupils	No	Public task
02016P	Scottish Ministers	Research	Students and pupils	No	Public task
02017P	Scottish Ministers	Research	Students and pupils	No	Public task
02018P	Scottish Ministers	Research	Students and pupils	No	Public task
02019P	Scottish Ministers	Research	Students and pupils	No	Public task

02020P	Scottish Ministers	Research	Students and pupils	No	Public task
02021P	Scottish Government	Health administration and services	Members or supporters	No	Consent
02028P	Scottish Government	Education	Students and pupils	No	Consent
02029P	Scottish Government	Education	Students and pupils	No	Public task
02030P	Scottish Government	Education	Students and pupils	No	Public task
02031P	Scottish Government	Education	Staff including volunteers, agents, temporary and casual workers	No	Public task
02032P	Scottish Government	Education	Students and pupils	No	Public task
02095P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
02114P	Scottish Government	Benefits, grants and loan administration	Customers and clients	Yes	Consent
02115P	Scottish Government	Administration of membership records	Advisers, consultants and other professional experts	No	Public task
02116P	Scottish Government	Stakeholder management	Complainants, correspondents or enquirers	No	Public task

02118P	Scottish Government	Stakeholder management	Members or supporters	No	Consent
02136P	Scottish Government	Information and databank administration	Advisers, consultants and other professional experts	No	Consent
02142P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Public task
02144P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Public task
02147P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02148P	Scottish government	Accounts and records	Advisers, consultants and other professional experts	No	Public task
02151P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02152P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02154P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02155P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02157P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task

02163P	Scottish Government	Accounts and records	Suppliers, other payees and customers	No	Public task
02164P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Public task
02166P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02167P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02168P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02169P	Scottish Government	Administration of public or government services	Members or supporters	No	Public task
02172P	Scottish Government	Research	Citizen data	No	Consent
02175P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02178P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02193P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task

02205P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Consent
02206P	Scottish Government	Research	Citizen data	No	Public task
02209P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02211P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02213P	Scottish Governemtent	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02214P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02215P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task

02216P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02217P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02218P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02230P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02232P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02233P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02234P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task

02235P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02236P	Scottish Government	Administration of membership records	Advisers, consultants and other professional experts	No	Public task
02238P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02239P	Scottish Government	Research	Citizen data	No	Consent
02241P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02242P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02243P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02248P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task

02249P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02250P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02252P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02254P	Scottish Government	Administration of membership records	Advisers, consultants and other professional experts	No	Public task
02255P	Scottish Government	Administration of membership records	Advisers, consultants and other professional experts	No	Consent
02256P	Scottish Government	Administration of membership records	Advisers, consultants and other professional experts	No	Consent
02257P	Scottish Government	Administration of staff	Members or supporters	No	Public task
02261P	Scottish Government	Journalism and media	Industry representatives	No	Contract
02263P	Scottish Government	Administration of staff	Members or supporters	No	Consent

02270P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02275P	Scottish Governement	Research	Offenders and suspected offenders	No	Public task
02276P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02277P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02278P	Scottish Government	Research	Citizen data	No	Public task
02279P	Scottish Government	Research	Customers and clients	No	Public task
02294P	Scottish Government	Research	Offenders and suspected offenders	No	Public task

02298P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02309P	Scottish Government	Research	Customers and clients	No	Public task
02313P	Scottish Government	Legal services	Citizen data	No	Legal obligation
02314P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02316P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
02318P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Public task
02319P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Public task

02320P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Public task
02322P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Public task
02323P	Scottish Government	Administration of public or government services	Citizen data	No	Contract
02324P	Scottish Government	Research	Citizen data	No	Public task
02325P	Scottish Government	Accounting and auditing	Citizen data	No	Contract
02328P	Scottish Government	Research	Citizen data	No	Public task

02336P	Scottish Government	Research	Citizen data	No	Public task
02343P	Scottish Government	Research	Citizen data	No	Public task
02359P	Scottish Government	Research	Citizen data	No	Public task
02360P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
02366P	Scottish Government	Research	Citizen data	No	Public task
02373P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Public task
02374P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task
02376P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task

02382P	Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
02384P	Scottish Ministers	Stakeholder management	Customers and clients	No	Consent
02385P	Scottish Ministers	Stakeholder management	Staff including volunteers, agents, temporary and casual workers	No	Public task
02386P	Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
02387P	Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
02388P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task
02389P	Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
02402P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02403P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02404P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task

02405P	Scottish Ministers	Stakeholder management	Customers and clients	Yes	Consent
02406P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02407P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
02408P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Public task
02414P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02415P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02416P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task

02417P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02420P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02421P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02441P	Scottish Government	Research	Citizen data	No	Public task
02447P	Scottish Government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Law enforcement
02449P	Scottish Government	Accounts and records	Suppliers, other payees and customers	No	Legal obligation
02450P	Scottish Government	Appointments	Industry representatives	No	Contract
02451P	Scottish Government	Appointments	Customers and clients	No	Contract
02455P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
02457P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation

02513P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02516P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02518P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02519P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02520P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02524P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02525P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02526P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02530P	Scottish Government	Administration of membership records	Staff including volunteers, agents, temporary and casual workers	No	Consent
02532P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task

02539P	Scottish Government	Information and databank administration	Suppliers, other payees and customers	No	Legal obligation
02543P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
02546P	Scottish Government, Corporate analytical services	Research	Staff including volunteers, agents, temporary and casual workers	No	Consent
02547P	Scottish Ministers	Research	Students and pupils	No	Public task
02548P	Scottish Government	Administration of membership records	Staff including volunteers, agents, temporary and casual workers	No	Consent
02550P	Scottish Government, Resilience Division	Administration of membership records	Members or supporters	No	Consent
02551P	Scottish Government	Administration of membership records	Staff including volunteers, agents, temporary and casual workers	No	Consent
02552P	Scottish Government, Resilience Division	Administration of membership records	Members or supporters	No	Consent

02553P	Scottish Government	Research	Citizen data	No	Consent
02555P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02556P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02557P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02558P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02563P	Scottish Government	Administration of public or government services	Suppliers, other payees and customers	No	Public task
02580P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task

02590P	Scottish Government	Accounting and auditing	Citizen data	No	Contract
02591P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
02594P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02595P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02602P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02621P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02626P	Scottish Ministers	Stakeholder management	Staff including volunteers, agents, temporary and casual workers	No	Public task
02634P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02635P	Scottish Ministers	Benefits, grants and loan administration	Staff including volunteers, agents, temporary and casual workers	No	Public task

02636P	Scottish Ministers	Stakeholder management	Staff including volunteers, agents, temporary and casual workers	No	Public task
02637P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02639P	Scottish Government	Stakeholder management	Citizen data	No	Consent
02640P	Scottish Government	Stakeholder management	Complainants, correspondents or enquirers	Yes	Consent
02642P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
02643P	Scottish Government	Research	Citizen data	No	Public task
02650P	Scottish Government	Accounts and records	Industry representatives	No	Contract
02671P	Scottish Government	Administration of public or government services	Industry representatives	No	Legal obligation
02689P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task

02690P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02691P	Scottish Government	Stakeholder management	Industry representatives	No	Contract
02692P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02693P	Scottish Government	Accounts and records	Industry representatives	No	Contract
02694P	Scottish Government	Accounts and records	Industry representatives	No	Contract
02695P	Scottish Government	Accounting and auditing	Industry representatives	No	Contract
02696P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02697P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02698P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02699P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02700P	Scottish Government	Stakeholder management	Customers and clients	No	Consent

02701P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02702P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02708P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02709P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
02713P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02714P	scottish government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02715P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02716P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02717P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task

02722P	Scottish Government Marketing	Education	Customers and clients	No	Consent
02723P	Scottish Government	Education	Members or supporters	No	Consent
02725P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02726P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02727P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02728P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02729P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02730P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02731P	Scottish Government	Administration of public or government services	Citizen data	No	Consent

02732P	Scottish Government	Administration of public or government services	Citizen data	No	Consent
02733P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
02734P	Scottish Government	Administration of public or government services	Citizen data	No	Legal obligation
02737P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02738P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
02739P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
02740P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Public task

02741P	Scottish Government	Licencing and registration	Applicant - licencing and registration	No	Public task
02742P	Scottish Government	Licencing and registration	Offenders and suspected offenders	No	Public task
02743P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02748P	Scottish Government, Local authorities, and ELC settings	Research	Staff including volunteers, agents, temporary and casual workers	No	Public task
02749P	Scottish Government	Research	Citizen data	No	Consent
02754P	Scottish Government	Stakeholder management	Industry representatives	No	Public task

02762P	Scottish Government	Stakeholder management	Customers and clients	No	Legal obligation
02763P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02764P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02765P	Scottish Government	Administration of staff	Customers and clients	No	Public task
02766P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02767P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02768P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02769P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02770P	Scottish Governemnet	Administration of public or government services	Customers and clients	No	Public task
02771P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02772P	Scottish Government	Administration of public or government services	Customers and clients	No	Legitimate interests
02773P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02774P	Scottish Governement	Administration of public or government services	Customers and clients	No	Public task
02775P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task

02776P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02777P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02778P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02779P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02780P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02781P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02782P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02783P	Scottish Government	Administration of public or government services	Customers and clients	No	Criminal offences
02784P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02785P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
02786P	Scottish Government	Administration of public or government services	Customers and clients	No	Legal obligation
02787P	Scottish Government	Advertising, marketing and public relations	Customers and clients	No	Consent
02788P	Scottish Government	Accounts and records	Advisers, consultants and other professional experts	No	Contract

02792P	Scottish Government	Administration of public or government services	Customers and clients	No	Consent
02793P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
02794P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Vital interests
02795P	Scottish Government	Stakeholder management	Customers and clients	No	Public task
02796P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
02803P	Scottish Government EU Office	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
02807P	The Scottish Government	Administration of membership records	Members or supporters	No	Consent

02809P	Scottish Government	Information and databank administration	Citizen data	No	Public task
02814P	Scottish Government	Research	Staff including volunteers, agents, temporary and casual workers	No	Public task
02824P	Scottish Government EU Office	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
02825P	Scottish Government EU Office	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
02826P	Scottish Government EU Office	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02827P	SG EU office	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
02828P	Scottish Government EU Office	Advertising, marketing and public relations	Advisers, consultants and other professional experts	Yes	Consent
02829P	SG EU Office	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02830P	Scottish Government EU Office	Advertising, marketing and public relations for others	Advisers, consultants and other professional experts	No	Public task

02831P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Public task
02832P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
02842P	Scottish Government	Advertising, marketing and public relations	Citizen data	No	Consent
02843P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02844P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02852P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02853P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02854P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02856P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
02857P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
02858P	Scottish Government	Constituency casework	Citizen data	No	Public task

02859P	Scottish Government	Research	Students and pupils	No	Public task
02860P	Scottish Government	Health administration and services	Staff including volunteers, agents, temporary and casual workers	No	Public task
02863P	Scottish Government	Research	Patients	No	Public task
02868P	Scottish Government	Education	Customers and clients	No	Public task
02870P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02871P	Scottish Government	Stakeholder management	Customers and clients	Yes	Consent
02872P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02873P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02874P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
02882P	Scottish Government	Education	Students and pupils	No	Public task
02884P	Scottish Government	Education	Students and pupils	No	Public task

02888P	Scottish Government	Research	Citizen data	No	Public task
02889P	Scottish Government	Benefits, grants and loan administration	Suppliers, other payees and customers	No	Contract
02902P	Scottish Government	Research	Citizen data	No	Public task
02906P	Scottish Government	Stakeholder management	Industry representatives	No	Consent
02919P	Scottish Government	Accounting and auditing	Customers and clients	No	Consent
02922P	Scottish Government	Research	Citizen data	No	Public task
02936P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02938P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
02940P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
02943P	Scottish Government, DCAF: Redress: Advance Payment Team	Benefits, grants and loan administration	Customers and clients	No	Consent

02944P	Scottish Ministers	Appointments	Applicants for appointment	No	Public task
02945P	Scottish Government	Research	Customers and clients	No	Consent
02948P	Scottish Government	Research	Customers and clients	No	Public task
02949P	Scottish Government	Research	Customers and clients	No	Public task
02953P	Scottish Government	Benefits, grants and loan administration	Applicant - licensing and registration	No	Consent
02955P	Scottish Government EU Office and Edinburgh Fringe society	Administration of public or government services	Citizen data	No	Public task
02958P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
02959P	Scottish Government	Stakeholder management	Customers and clients	No	Consent

02960P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
02968P	Scottish Government	Research	Applicant - licensing and registration	No	Public task
02969P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
02978P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
02979P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
02980P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Consent
02984P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation

02992P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
02993P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
02994P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
02995P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
02996P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03000P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03001P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03002P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03003P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03004P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03005P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation

03006P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03007P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03009P	Scottish Government	Crime prevention and prosecution of offenders	Offenders and suspected offenders	No	Legal obligation
03010P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
03013P	Scottish Government	Research	Citizen data	No	Consent
03014P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
03015P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
03016P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	Yes	Public task
03017P	Scottish Government	Administration of public or government services	Customers and clients	Yes	Public task
03018P	Scottish Government	Research	Advisers, consultants and other professional experts	No	Public task
03020P	Scottish Government	Stakeholder management	Customers and clients	No	Consent

03021P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Consent
03023P	Scottish Government	Administration of public or government services	Citizen data	No	Consent
03024P	Scottish Government	Administration of public or government services	Citizen data	No	Consent
03026P	Scottish Government	Advertising, marketing and public relations	Citizen data	No	Public task
03035P	Scottish Government	Research	Relatives, guardians and associates of the data subject	No	Public task
03041P	Scottish Government Education Analytical Services Division	Research	Citizen data	No	Public task
03042P	Scottish Government	Research	Citizen data	No	Public task

03062P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
03071P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
03072P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
03073P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
03074P	Scottish Government	Research	Members or supporters	No	Public task
03075P	Scottish Government - Scottish Digital Academy	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	Yes	Contract
03080P	Scottish Government	Research	Customers and clients	No	Consent
03081P	Scottish Government	Appointments	Staff including volunteers, agents, temporary and casual workers	No	Consent
03108P	The Scottish Government	Administration of public or government services	Citizen data	No	Public task

03141P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
03187P	Scottish Government	Information and databank administration	Complainants, correspondents or enquirers	No	Consent
03196P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
03197P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
03203P	Scottish Government and the Government of Ireland	Research	Citizen data	No	Public task
03207P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03208P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task

03209P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
03211P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
03216P	Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
03221P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
03222P	Scottish Ministers	Licencing and registration	Customers and clients	No	Public task
03227P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task
03228P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Legal obligation

03229P	Scottish Ministers	Administration of public or government services	Customers and clients	Yes	Consent
03230P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task
03234P	Scottish Government	Health administration and services	Patients	No	Public task
03237P	Scottish Government	Property management	Suppliers, other payees and customers	No	Contract
03238P	Scottish Government	Administration of membership records	Citizen data	No	Consent
03239P	Scottish Government, Scottish Prison Service, Social Work Scotland, NHS Tayside, Perth and Kinross Council	Health administration and services	Patients	No	Public task

03249P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03250P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03251P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03252P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03253P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03254P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03255P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03256P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03257P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract

03258P	Scottish Ministers	Administration of public or government services	Suppliers	No	Contract
03261P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
03262P	Scottish Government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
03275P	Scottish Procurement and Property Division	Accounts and records	Suppliers, other payees and customers	No	Public task
03277P	Scottish Government	Research	Staff including volunteers, agents, temporary and casual workers	No	Public task
03279P	Scottish Government	Stakeholder management	Industry representatives	No	Public task
03283P	Scottish Government	Research	Citizen data	No	Public task
03286P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
03297P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task

03299P	Scottish Government	Stakeholder management	Industry representatives	No	Legal obligation
03302P	Scottish Government	Consultancy and advisory services	Industry representatives	No	Legal obligation
03303P	Scottish Government	Crime prevention and prosecution of offenders	Complainants, correspondents or enquirers	No	Law enforcement
03304P	Scottish Government	Stakeholder management	Industry representatives	No	Public task
03310P	Scottish Government	Research	Offenders and suspected offenders	No	Public task
03313P	Scottish Government	Research	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
03321P	Scottish Government	Appointments	Applicants for appointment	No	Public task
03322P	Scottish Government	Administration of membership records	Citizen data	No	Vital interests
03323P	Scottish Government	Accounting and auditing	Customers and clients	No	Contract
03325P	Scottish Government Ministers	Research	Citizen data	No	Public task

03342P	Scottish Government	Archiving	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
03354P	Scottish Government	Research	Citizen data	No	Public task
03361P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
03363P	The Scottish Government	Stakeholder management	Complainants, correspondents or enquirers	No	Consent
03369P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03370P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
03373P	Scottish Government	Information and databank administration	Advisers, consultants and other professional experts	No	Public task

03374P	Scottish Government	Research	Advisers, consultants and other professional experts	No	Public task
03375P	Scottish Government	Research	Citizen data	No	Public task
03376P	Scottish Government	Research	Citizen data	No	Public task
03377P	SG and FSS	Research	Citizen data	No	Public task
03378P	Scottish Government	Research	Citizen data	No	Public task
03397P	Scottish Government	Research	Citizen data	No	Public task
03403P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03404P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task

03405P	Scottish Ministers	Security	Staff including volunteers, agents, temporary and casual workers	No	Public task
03406P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03407P	Scottish Ministers	Journalism and media	Industry representatives	No	Public task
03408P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03409P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
03410P	Scottish Ministers	Education	Staff including volunteers, agents, temporary and casual workers	No	Public task
03411P	Scottish Government	Research	Citizen data	No	Consent
03412P	Scottish Government	Research	Citizen data	No	Consent
03416P	Scottish Ministers	Accounting and auditing	Suppliers	No	Contract

03417P	Scottish Ministers	Accounting and auditing	Suppliers	No	Contract
03418P	Scottish Ministers	Accounting and auditing	Suppliers	No	Contract
03424P	Scottish Ministers	Stakeholder management	Industry representatives	No	Public task
03427P	Scottish Government	Research	Citizen data	No	Public task
03428P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
03430P	Scottish Government	Administration of membership records	Staff including volunteers, agents, temporary and casual workers	No	Consent
03431P	Scottish Government	Appointments	Suppliers	No	Consent
03432P	Scottish Government	Appointments	Suppliers	No	Consent
03434P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Public task
03436P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task

03437P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
04437P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
04439P	Scottish Government	Research	Industry representatives	No	Consent
04450P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
04453P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
04455P	Scottish Government	Education	Staff including volunteers, agents, temporary and casual workers	No	Public task
04456P	Scottish Government	Administration of public or government services	Citizen data	No	Legal obligation
04457P	Scottish Government	Consultancy and advisory services	Citizen data	No	Public task
04458P	Scottish Government	Security	Customers and clients	No	Public task

04459P	Scottish Government	Health administration and services	Patients	No	Public task
04460P	Scottish Government	Administration of public or government services	Advisers, consultants and other professional experts	No	Legitimate interests
04549P	Scottish Government	Benefits, grants and loan administration	Industry representatives	No	Public task
04567P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
04568P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
04569P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
04570P	Scottish Government	Stakeholder management	Industry representatives	No	Public task
04573P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
04574P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task

04575P	Scottish Government	Administration of public or government services	Industry representatives	No	Public task
04576P	Scottish Government	Administration of public or government services	Customers and clients	No	Vital interests
04758P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
04759P	Scottish Government	Administration of public or government services	Patients	No	Public task
04763P	Scottish Government	Administration of public or government services	Patients	No	Legal obligation
04770P	Scottish Government and Minister	Health administration and services	Patients	No	Public task
04774P	Scottish Government	Research	Citizen data	No	Consent

04795P	Scottish Government	Administration of membership records	Customers and clients	No	Consent
04797P	Scottish Government	Administration of public or government services	Customers and clients	No	Public task
04890P	Scottish Government	Research	Advisers, consultants and other professional experts	No	Consent
04917P	Scottish Ministers	Security	Staff including volunteers, agents, temporary and casual workers	No	Vital interests
04918P	Scottish Ministers	Security	Staff including volunteers, agents, temporary and casual workers	No	Public task
04921P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
04923P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
04928P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
04929P	Scottish Government	Administration of public or government services	Citizen data	No	Public task

04930P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
04931P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
04942P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
04973P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
04975P	Scottish Government	Research	Citizen data	No	Public task
05005P	Scottish Government	Administration of public or government services	Customers and clients	Yes	Public task
05006P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
05007P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
05008P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation

05050P	Scottish Government	Accounts and records	Staff including volunteers, agents, temporary and casual workers	No	Consent
05057P	Scottish Government	Advertising, marketing and public relations	Staff including volunteers, agents, temporary and casual workers	No	Consent
05058P	Scottish Government	Advertising, marketing and public relations	Staff including volunteers, agents, temporary and casual workers	No	Consent
05061P	Scottish Government	Education	Students and pupils	No	Public task
05065P	Scottish Government	Administration of public or government services	Industry representatives	No	Consent
05071P	The Scottish Government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
05072P	The Scottish Government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Consent
05074P	Scottish Government	Stakeholder management	Staff including volunteers, agents, temporary and casual workers	Yes	Contract

05075P	Scottish Government and Care Inspectorate	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05076P	Scottish Government and Registered SBVS Suppliers submitting beneficiary data	Benefits, grants and loan administration	Suppliers, other payees and customers	No	Consent
05096P	Scottish Government	Research	Applicants for appointment	No	Public task
05099P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent
05100P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent
05101P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent
05102P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent

05104P	Scottish Government	Administration of public or government services	Citizen data	No	Consent
05105P	Scottish Government	Research	Applicants for appointment	No	Public task
05106P	Scottish Government	Research	Applicants for appointment	No	Consent
05107P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent
05108P	Scottish Government	Health administration and services	Relatives, guardians and associates of the data subject	No	Consent
05110P	Scottish Government	Advertising, marketing and public relations	Advisers, consultants and other professional experts	No	Contract

05111P	Scottish Local Authorities	Education	Students and pupils	No	Public task
05112P	Scottish Government	Research	Advisers, consultants and other professional experts	No	Public task
05114P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
05129P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
05130P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
05134P	Scottish Government	Administration of public or government services	Patients	No	Public task
05136P	Scottish Government	Administration of public or government services	Applicant - licensing and registration	No	Public task

05140P	Scottish Government	Research	Citizen data	No	Public task
05141P	Scottish Government	Research	Citizen data	No	Consent
05144P	Scottish Government	Research	Citizen data	No	Public task
05145P	Scottish Government	Research	Citizen data	No	Public task
05149P	Scottish Government	Benefits, grants and loan administration	Customers and clients	No	Legal obligation
05191P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05193P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05195P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task

05196P	Scottish Ministers	Benefits, grants and loan administration	Customers and clients	No	Public task
05197P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05198P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05202P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05203P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05204P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05205P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05206P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05208P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05210P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task

05211P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05212P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05214P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05215P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05216P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05218P	Scottish Ministers	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Contract
05219P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05221P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05222P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05224P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05225P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05226P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task

05227P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05229P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05230P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05233P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05234P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05236P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05237P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05239P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05241P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05242P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05253P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05254P	Scottish Ministers	Administration of public or government services	Customers and clients	Yes	Public task
05255P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task

05256P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05257P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05258P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05259P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05261P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05262P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05263P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
05264P	Scottish Ministers	Administration of public or government services	Citizen data	No	Public task
05265P	Scottish Government	Research	Citizen data	No	Public task
05275P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task

05283P	Scottish government	Information and databank administration	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
05289P	Scottish Ministers	Administration of public or government services	Citizen data	No	Consent
05290P	Scottish Ministers	Stakeholder management	Customers and clients	No	Public task
05294P	Scottish Government	Research	Students and pupils	No	Public task
05307P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
05316P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05317P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05318P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05319P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05354P	Scottish Government	Administration of public or government services	Citizen data	No	Public task

05359P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05371P	Scottish Government	Research	Citizen data	No	Public task
05395P	Scottish Government	Research	Applicant - licensing and registration	No	Legitimate interests
05404P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
05419P	Scottish Government	Education	Staff including volunteers, agents, temporary and casual workers	No	Public task
05420P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
05422P	Scottish Government	Provision of financial services and advice	Suppliers, other payees and customers	No	Legitimate interests

05423P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Contract
05433P	The Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
05434P	The Scottish Government	Security	Staff including volunteers, agents, temporary and casual workers	No	Consent
05435P	The Scottish Government	Advertising, marketing and public relations	Staff including volunteers, agents, temporary and casual workers	No	Consent
05436P	The Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Consent
05437P	The Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Legitimate interests
05438P	The Scottish Government and University of Bristol	Research	Citizen data	No	Public task

05439P	Scottish Government	Administration of public or government services	Citizen data	No	Public task
05460P	Scottish Government	Research	Customers and clients	No	Public task
05481P	Scottish Government	Research	Customers and clients	No	Consent
05498P	Scottish Government	Stakeholder management	Industry representatives	No	Consent
05499P	Scottish Government	Administration of public or government services	Complainants, correspondents or enquirers	No	Legal obligation
05501P	Scottish Government	Research	Customers and clients	No	Public task
05516P	Scottish Government	Research	Citizen data	No	Public task
05518P	Scottish Government	Stakeholder management	Advisers, consultants and other professional experts	No	Public task
05519P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Consent
05520P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Consent

05524P	Scottish Government	Research	Citizen data	No	Consent
05527P	Scottish Government	Research	Customers and clients	No	Public task
05532P	Scottish Government	Stakeholder management	Customers and clients	No	Consent
05543P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Legal obligation
05552P	Scottish Government	Administration of staff	Applicants for appointment	No	Public task
05553P	Scottish Government	Administration of staff	Applicants for appointment	No	Public task
05554P	Scottish Government	Administration of staff	Applicants for appointment	No	Public task
05555P	Scottish Government	Administration of staff	Applicants for appointment	No	Public task

05557P	Scottish Government	Administration of staff	Applicants for appointment	No	Public task
05559P	Scottish Government	Administration of membership records	Members or supporters	No	Public task
05563P	Scottish Government	Administration of public or government services	Suppliers	No	Public task
05574P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
05575P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
05576P	Scottish Government	Accounting and auditing	Staff including volunteers, agents, temporary and casual workers	No	Public task
05577P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
05578P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task
05579P	Scottish Government	Administration of staff	Staff including volunteers, agents, temporary and casual workers	No	Public task

05599P	Scottish Ministers	Administration of public or government services	Customers and clients	No	Public task
05604P	Scottish Government	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task
05608P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	Yes	Public task
05609P	Scottish Ministers	Administration of public or government services	Staff including volunteers, agents, temporary and casual workers	No	Public task