

Data type	Personal data collected	Category of individual(s)	Where the data might go	Where and how the data is stored	Security measures	Processing purpose	Lawful basis for processing	How long data retained
Emails in and out	Name and contact details	Staff, customer, prospect, supplier	To the intended recipient	Email server, hard disk, hard copy	Passwords, encryption, anti-malware	Management	Consent and legal obligation	As long as necessary
Voicemail message	Name and contact details	Staff, customer, prospect, supplier	To the intended recipient	Telephone system, written note	None	Management	Consent and legal obligation	Until actioned
Phone call	Name and contact details	Staff, customer, prospect, supplier	To the intended recipient	Telephone system, written note	None	Management	Consent and legal obligation	Until actioned
Invoices received and issued	Name, and contact and bank account details	Customer, supplier	To the intended recipient	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Accounts, financial management, sales and purchasing	Consent and contractual obligation	As long as necessary
Marketing communications	Name and contact details	Staff, customer, prospect, supplier	To the intended recipient	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Management, sales and marketing	Consent and contractual obligation	As long as necessary
Postal correspondence	Name and contact details	Staff, customer, prospect, supplier	To the intended recipient	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Management	Consent and contractual obligation	As long as necessary
Photographs	Name and contact details, and photographic record	Staff, customer, prospect, supplier	Website, newsletter, archive	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Management	Consent	As long as necessary
CCTV footage	Name and contact details, and photographic	Staff and visitors (possibly intruders)	Hard drive	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption	Security	Consent	As long as necessary
Lease agreements	Name, and contact and bank account details	Staff, customer, prospect, supplier	Responsible manager(s), solicitor	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Management	Consent	As long as necessary

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Contractors' insurance documents	Name, and contact and bank account details	Staff, customer, prospect, supplier	Responsible manager(s)	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Compliance with legal and health & safety regulations, qualification checks, etc	Consent	As long as necessary
Emergency plan contacts	Name and contact details	Staff, customer, prospect, supplier	Responsible manager(s)	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Legal and Health & Safety compliance	Legal obligation	As long as necessary
Accident book	Name and contact details	Staff, customer, prospect, supplier	Responsible manager(s)	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Legal and Health & Safety compliance	Legal obligation	As long as necessary
Human Resources records	Name and contact details of individuals mentioned in curricula vitae, employment contracts, staff health/accident records, appraisals, training records, etc	Staff, previous employer, referee	Human Resources department, responsible manager(s)	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Legal and Health & Safety compliance, and management	Consent and legal obligation	As long as necessary
Bank mandates			To relevant banks	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Financial management	Consent and legal obligation	As long as necessary

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Payroll details	Name, contact and bank details, and NI number	Staff	Accounts department, responsible manager(s), HMRC, payroll provider, pension provider	Filing cabinet, email system, hard disk	Physical locks, passwords, encryption, anti-malware	Financial management	Consent and contractual obligation	As long as necessary