

Privacy Notice – Clients & Suppliers (prospective, current and former)

Schedule 1 – Table of Personal Data

Active client contracts / Active suppliers

Potential clients / ex clients reclassified as potential clients / dormant suppliers

Information held – Active Client Contracts / Active Suppliers

Personal data held	Information Source	Reason for collection	Information Shared	Lawful purpose	Term data held
1.Client/Supplier staff names and titles and business telephone numbers	Client/Supplier data subject/ website enquiry/sales leads (2 & 4 Data subject only)	Business communication	In house staff / business partners eg subcontractors	Legitimate interest – to promote our goods and services or receive goods and services for our business. To protect our legal interests Performance of a contract	1,2,3 – Duration of contract then re- classified as potential clients –see below 4 - Duration of the contract (including period of time to conclude contract including payment) – thereafter may be deleted at the request of the client/supplier or held for a maximum of 3 yrs
2.Client / Supplier mobile numbers (out of hours contact)		Safety & security	In house staff		
3.Client / Supplier email addresses (contact and invoice processing)		Business communication & invoice processing	In house staff		
4.Records of business communications – emails / satisfaction surveys / letters / contract /information completed by data subject on behalf of business / references		Performance of a contract / communication with client / Monitor our performance / Protect our legal interests / promote our goods & services or receive goods & services	In house staff		
CCTV footage	Head office CCTV system	Security / prevention of crime / investigate issues if necessary	Not viewed by in house staff unless issue brought to attention	Legitimate interests – security & management of our business/ to protect our legal interests	1 week or as necessary to protect our legal interests

Information held – Potential clients / ex clients reclassified as potential clients / dormant suppliers

Personal data held	Information Source	Reason for collection	Information Shared	Lawful purpose	Term data held
Client names	Sales leads/ database / Website data collection**see website privacy policy /website	To identify and communicate with potential clients.	In house staff ** see website policy	Legitimate interests – to promote and sell our services to prospective clients -Data subject given choice to opt out -Data subject given choice of contact frequency -Business to business contact details used during business working hours only	No fixed term * data subject may opt out of future communication at any time – name and contact details will be retained on a “do not contact” list
Client business telephone numbers		To offer services and improve marketing focus			
Client email addresses					
Records of business communications (information requests etc)	Clients/supplier staff – held on Database	To offer or receive services and improve client marketing focus			
Written records of telephone sales calls		To promote our business / Improve marketing focus / offer opt out or call-back			
Dormant suppliers staff names / business contact details and communications	Suppliers staff / websites / marketing	To enquire about or receive goods or services for our business purposes	In house staff	Legitimate interests – to receive goods & services	
CCTV footage	Head office CCTV system	Security / prevention of crime / investigate issues if necessary	Not viewed by in house staff unless issue brought to attention	Legitimate interests – security & management of our business/ to protect our legal interests	1 week or as necessary to protect our legal interests