

## Schedule 1 – Table of Personal Data

*Active client contracts / Active suppliers*

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

*Employees / prospective employees (Applicants)*

### 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**

<b>Personal data held</b>	<b>Information Source</b>	<b>Reason for collection</b>	<b>Information Shared</b>	<b>Lawful purpose</b>	<b>Term data held</b>
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

**Information held – Employees / prospective employees (Applicants)**

<b>Personal data held</b>	<b>Information Source</b>	<b>Reason for collection</b>	<b>Information Shared</b>	<b>Lawful purpose</b>	<b>Term data held</b>
Employee name	Employee	Employment purposes	In house staff / clients / Official bodies*/fuel card provider/business partners	Legal Obligation Performance of a contract Legitimate interest – To manage, monitor and improve our business activities	Duration of employment plus 6 full tax years (deletion on 7 <sup>th</sup> )
Employee Contract	Employee – signed contract	Employment purposes	In house staff / Official bodies*		
Employee pay rates and contracted hours	Client account manager/employee	Employment purposes	In house staff/official bodies* / Payroll processing providers / pension provider		
Employee bank details / HMRC documents (eg P45 /P46 / P60 / tax code notices)	Employee /HMRC	Employment purposes	In house staff/official bodies* / Payroll processing providers		
Employee contact details: address/telephone/mobile/e mail	Employee – signed contract	Contact details for use in employment	In house staff / Official bodies		
Nationality	Employee	Immigration / right to work compliance / diversity monitoring	In house staff / Official bodies*	Legal Obligation / Legitimate interest – To manage, monitor and improve our business activities	
1.Immigration / passport / right to work documentation 2. drivers licence (all copies)	Originals provided by employee & copy retained	1.Immigration / right to work compliance 2. Driving qualification		Legal Obligation	
Photographic image	Employee	Identification /Security ID badges	In house staff / official bodies*/ clients	Legitimate interest - To manage, monitor and improve our business activities Performance of contract	
Gender	Employee	Employment purposes/ gender pay gap reporting / equality monitoring	Pension & payroll provider / Official bodies*	Legal requirement /Legitimate interest – equality monitoring	
Next of kin details	Employee	Safety	In house staff	Legitimate interest – safety of staff / Vital Interest	

Personal data held	Information Source	Reason for collection	Information Shared	Lawful purpose	Term data held
Employee training records / training certificates /	In house staff / Employee/ training provider	Employment purposes	In house staff/ external training provider	Performance of a contract / Legitimate interests – to monitor and manage our business	Duration of employment plus 6 full tax years (deletion on 7 <sup>th</sup> )
Disciplinary records / general employment documents/ letters / reviews	In house staff / Employee	Employment purposes	In house staff		
TUPE records	Incumbent contractor	Employment purposes	In house staff / incoming contractor		
Pension details/payments	Employee/Payroll dept	Legal requirement	Pension provider / HMRC / staff		
Holiday records / sick records / References (received & given)	Employee/ staff / Former employers	Employment purposes	In house staff / references issued as requested by employee	Legitimate interests – security & management of our business/ to protect our legal interests / performance of a contract	1 week or as necessary to protect our legal interests
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		
Answer phone messages	Employee	To improve our services	In house staff		
Timesheets & Clocking in and out systems	Staff / data subject	Monitor performance / contractual compliance / health & safety (attendance record in case of fire) / management of the business	In house staff	Performance of a contract / to protect our legal interests /vital interests /legitimate interests – employment and business administration	Maximum of 6 years
Unsuccessful Job applicants application form / correspondence	Job Applicant	Employment purposes	In house staff	Legitimate interest – employment purposes	Maximum of 6 months

\*Official Bodies under category of Legal Obligation include bodies such as:-

HMRC	Police Service
Immigration Services	Courts & Tribunals Service
Department of Work and Pensions	Child Support Agency