

Data	Data Set	Held 1	Basis for Processing	Retention	Personnel who have access to this information
Name	Business Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales & Admin Staff
Job Title	Business Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales & Admin Staff
Email Address	Business Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales & Admin Staff
Telephone Number	Business Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales & Admin Staff
Mobile Number	Business Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales & Admin Staff
Card Details	Business Customer	Electronically - ERP	Contract	Destroyed on completion of a transaction	Admin Staff
Voice Recording	Business Customer	Electronically	Legitimate Interest	12 months from date of call	Management
Name	Personal Customer	Electronically - ERP	Contract	6 years from last invoice	All Staff
Email Address	Personal Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales and Admin Staff
Telephone Number	Personal Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales and Admin Staff
Mobile Number	Personal Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales and Admin Staff
Address	Personal Customer	Electronically - ERP	Contract	6 years from last invoice	All Sales and Admin Staff
Card Details	Personal Customer	Electronically - ERP	Contract	Destroyed on completion of a transaction	Admin Staff
Voice Recording	Personal Customer	Electronically	Legitimate Interest	12 months from date of call	Management
Credit Details	Personal Customer	Electronically	Legitimate Interest	6 years from last invoice	Management and Accounts Staff
Name	Potential Customer	Electronically - ERP	Consent	Subject to Database review every 12 months	All Sales & Admin Staff
Job Title	Potential Customer	Electronically - ERP	Consent	Subject to Database review every 12 months	All Sales & Admin Staff
Email Address	Potential Customer	Electronically - ERP	Consent	Subject to Database review every 12 months	All Sales & Admin Staff
Telephone Number	Potential Customer	Electronically - ERP	Consent	Subject to Database review every 12 months	All Sales & Admin Staff
Mobile Number	Potential Customer	Electronically - ERP	Consent	Subject to Database review every 12 months	All Sales & Admin Staff
Voice Recording	Potential Customer	Electronically	Legitimate Interest	12 months from date of call	Management
Name	3rd Party Customer	Electronically - ERP	Consent	3 years from receiving information	All Sales & Admin Staff
Email Address	3rd Party Customer	Electronically - ERP	Consent	4 years from receiving information	All Sales & Admin Staff
Telephone Number	3rd Party Customer	Electronically - ERP	Consent	3 years from receiving information	All Sales & Admin Staff
Mobile Number	3rd Party Customer	Electronically - ERP	Consent	3 years from receiving information	All Sales & Admin Staff
Voice Recording	3rd Party Customer	Electronically	Legitimate Interest	12 months from date of call	Management
Address	3rd Party Customer	Electronically - ERP	Consent	3 years from receiving information	All Sales & Admin Staff
Name	Supplier	Electronically - ERP	Consent	6 years from last invoice	Management, Finance and Purchasing Staff
Job Title	Supplier	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Email Address	Supplier	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Telephone Number	Supplier	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Voice Recording	Supplier	Electronically	Legitimate Interest	12 months from date of call	Management
Name	Potential Supplier	Electronically - ERP	Consent	6 years from last contact	Management & Purchasing Staff
Job Title	Potential Supplier	Electronically - ERP	Consent	6 years from last contact	Management & Purchasing Staff
Email Address	Potential Supplier	Electronically - ERP	Consent	6 years from last contact	Management & Purchasing Staff
Telephone Number	Potential Supplier	Electronically - ERP	Consent	6 years from last contact	Management & Purchasing Staff
Voice Recording	Potential Supplier	Electronically	Legitimate Interest	12 months from date of call	Management
Name	Sub Contractor	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Job Title	Sub Contractor	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Email Address	Sub Contractor	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Telephone Number	Sub Contractor	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Bank Details	Sub Contractor	Electronically - ERP	Contract	6 years from last invoice	Management, Finance and Purchasing Staff
Voice Recording	Sub Contractor	Electronically	Legitimate Interest	12 months from date of call	Management
Name	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management & Finance Staff
Address	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management & Finance Staff
Email Address	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management & Finance Staff
Telephone Number	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management & Finance Staff
Bank Details	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management & Finance Staff
Payroll Information	Employee	Electronically	Legal Obligation	Three years from termination of employment	Management & Finance Staff
Health Screening Forms	Employee	HR File - Paper & Electronically	Vital Interest	One year from termination of employment	Management Staff
HR Paperwork	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management Staff
CV/Business History	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management Staff
Driving Licence	Employee	HR File - Paper & Electronically	Contract	One year from termination of employment	Management Staff
Voice Recording	Employee	Electronically	Legitimate Interest	12 months from date of call	Management
Name	Potential Employee	HR Paper File	Consent	6 months from vacancy being filled	Management Staff
Address	Potential Employee	HR Paper File	Consent	6 months from vacancy being filled	Management Staff
Email Address	Potential Employee	HR Paper File	Consent	6 months from vacancy being filled	Management Staff
Telephone Number	Potential Employee	HR Paper File	Consent	6 months from vacancy being filled	Management Staff
CV/Business History	Potential Employee	HR Paper File	Consent	6 months from vacancy being filled	Management Staff
Voice Recording	Potential Employee	Electronically	Legitimate Interest	12 months from date of call	Management
CCTV Images	Employees and Visitors	Electronically	Legitimate Interest	13 months from date of call	Management