

<u>Data Type</u>	<u>Data Received</u>	<u>Stored Where?</u> <u>Who has access?</u> <u>How they access?</u>	<u>Why?</u>	<u>How long?</u>	<u>Shared? Why?</u>	<u>Permission Granted</u>
Sender Clients	Clients Name	<b>Facebook</b> – Password accessible by Trace & Natalie Liggett (Staff) <b>Emails</b> – Password accessible by Trace <b>Paper Records</b> – Accessible by Trace, Stored in file in drawer.	Vital to complete process of service. Used only when contacting client during service processing.	Maximum of <b>6 year</b> Completes company records	No.	Permission to process data has been <b>granted</b> by client.
	Clients Address	<b>Facebook</b> – Password accessible by Trace & Natalie <b>Emails</b> – Password accessible by Trace <b>Paper Records</b> – Accessible by Trace, Stored in file in drawer.	Vital to process of service. Used only during service processing	Maximum of <b>6 years</b> Completes company records	No.	Permission to process data has been <b>granted</b> by client.
	Clients Email Address	<b>Emails</b> – Password accessible by Trace <b>Paper Records</b> – Accessible by Trace, Stored in file in drawer.	Used only when contacting during processing of service.	<u>Emails</u> : Minimum of <b>1 year</b> <u>Paper Records</u> – Maximum of <b>6 years</b> . Completes company records.	No.	Permission to process data has been <b>granted</b> by client.

	Clients Telephone number	<b>Mobile Telephone</b> – PIN accessible by Trace <b>Paper Records</b> - Accessible by Trace, Stored in file in drawer.	Used only for contact during process of service.	Maximum of <b>6 year</b> Completes company records.	No	Permission to process data has been <b>granted</b> by client.
Receiver Clients	Receiver Name	<b>Paper Records</b> – Accessible by Trace, Stored in file in drawer.	Vital for processing service. Used only during process of service.	Maximum <b>6 years</b> Completes company records.	No.	Processing of data permitted by <b>Data Controller</b> (Sender Client)
	Receiver Address	<b>Paper Records</b> - Accessible by Trace, Stored in file in drawer.	Vital for processing service. Used only during process of service.	Maximum <b>6 years</b> , Completes company records.	<b>Yes</b> , Shared with mobile navigation app “Glympse”	Processing of data permitted by <b>Data Controller</b> (Sender Client)
	Receiver Telephone Number	<b>Mobile Telephone</b> – PIN accessible by Trace <b>Paper Records</b> – Accessible by Trace, stored in file in drawer.	Not necessary but make processing of service easier. Used only during process of service.	Maximum <b>6 years</b> Completes company records.	<b>Yes</b> , Shared with navigation app “Glympse” App sends a tracking link to the receiver via text message.	Processing of data permitted by <b>Data Controller</b> (Sender Client)
Contact Form on Website	Contact Name	<b>Email</b> – Password accessible by Trace	Used only during process of enquiry.	Minimum <b>1 year</b>	No.	Process of data <b>granted</b> by enquirer.
	Contact Email Address	<b>Email</b> – Password accessible by Trace	Used only during process of enquiry	Minimum <b>1 year</b>	No.	Process of data <b>granted</b> by enquirer.
Missed Parcel website form.	Receiver Name	<b>Email</b> – Password accessible by Trace <b>Paper Records</b> – Accessible by Trace,	Vital for Processing Service. Used only when processing service.	Maximum <b>6 years</b> . Completes company records.	No.	Process of data <b>granted</b> by client.

