

Example of a personal data inventory

WHY	WHO	WHAT			WHEN				WHERE	
		Type	Source	Legal basis	Originally	Updated	Retention period	Determined by:		
STAFF ADMIN	Current staff member	Name				As required	Staff records retained for 6 yrs after termination unless ongoing litigation	Employment/ limitation law	Manual records - HR department/Spreadsheet held on Cloud server located IOM	
		Address	Individual	Contract	Appointment	As required				
		Contact details			Regularly					
		Health details			As required					
		CV			Pre-appointment	No				
		References	third party		Pre-appointment	No				
		CRB check	third party		?	?	Copy not retained, record of number only	CRB Code of Practice		
		Passport details	Individual	Not sure - find out	?	?	?	?		
		Work permit	individual/ third party		?	?	?	?		
		Appraisals			Annually	Regularly	3yrs after completion	Standard practice		
		Annual leave	Individual	Legitimate interests - staff management	At request	As required	? Not sure - find out			
		Disciplinary	individual/ third party		At the time	As required	? Not sure - find out			
		Tax/NI	individual/ third party			As required	? Not sure - find out			
	Bank account	individual	Contract	Appointment	As required		Tax law			
Pension details	Individual			As required	until staff age 100	Employment law				
	Emergency contact	Name	Third party	Vital interests	Appointment of staff	Regularly	Untill staff leaves	No business requirement		
		Contact details								
DIRECT MARKETING	Existing customers	Name	Individual	Consent of individual	First contact	?	End of relationship (unless they still want to hear from us) or consent withdrawn	Data Protection Act	Third party marketing provider held on cloud server in US	
		Address				?				
		Email				?				
		Mobile				?				
		Phone				?				
	Former Customers	Name	Individual	Consent of individual	First contact	?	Relationship ended - consent still valid? Find out more	Data Protection Act		
		Address				?				
		Email				?				
		Mobile				?				
Potential customers	Name	Third party list/internet	Not sure - Find Out	?	?	? Not sure - find out	? Not sure - find out			
	Email				?					