

## Back to Earth (SW) Ltd – DATA INVENTORY

**CONTACT DETAILS**
**Responsible Person:** Chris Brookman, Director, Back to Earth (SW) Ltd, 7 Tuns Lane, Silverton, Exeter, EX5 4HY

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Last Review Date: 15-5-2018

Reviewed By: Chris Brookman

NEXT review due: 15-5-2019

What personal data do we process? Description of data	Category of data (personal or special)	Whose data is it? (categories of data subjects)	Why do we process this data? Purpose - why is the data held and what is it used for	Basis for processing data	When is personal data processed? (including disclosure)	Where is it located - who holds the data and who can access it?	Where does the processing take place? (international transfer and relevant safeguards)	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Employee number, Name, address, Date of birth, NI number , salary information, tax code	Personal	Current and former employees, trainees and apprentices	Payroll	Legal Obligation	HMRC to pay relevant payroll taxes and NI	Officers/directors, HR manager, accountants, IT administrators, managers with specific permission, HMRC,	Own server	Hard Drive back-up	7 years to comply with HMRC	Yes- in Employee Privacy Policy	
Customer details - name, address, phone number, email address.	Personal	Current and previous customers	Accounting and transacting purposes	Legal and practical	When each customer is set up and when they purchase goods.	Located in New Zealand and US by web company and accounting company - accessed by responsible person and permitted administrators	providers servers in US and New Zealand	password access only	7 years to comply with HMRC	Yes, in privacy policy	

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newsletter, trade show and website sign-ups.	personal	potential customers	for sending requested information and marketing	functioning of the business	website and in person	Online - accessed by responsible person and permitted administrators	providers servers based in London	password access only	2 years	Yes, in privacy policy	
Suppliers - name, address, phone number, email address	personal	suppliers and their employees	Accounting and transacting purposes	Legal and practical obligations	during business activities	Online - accessed by responsible person and permitted administrators	providers servers in New Zealand	password access only	7 years to comply with HMRC	Yes, in privacy policy	

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