

GDPR Compliance Document

Tim's Window Cleaning Services : - Data Map & Impact Assessment

| | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Subjects | Customers |
| Data Held | Contact Details (Name, Address, Phone Numbers, Email Address,) |
| Source of Data | Obtained direct from customer |
| Purposes for which held | Provision of window cleaning and other related trade services Business management, accounting, statistical analysis, Tracing and Debt recovery, Legal Compliance and Statutory Obligations. Promoting and developing business |

Applicable Lawful Bases **Fulfilment of Contract:** - Provision of trade services, bill payment

Legitimate Interests - Accounting and business management
Debt recovery, Business promotion.

Legal Requirement Statutory and legal obligations, compliance
Tax reporting. Establishment and defence of rights. Crime
prevention

Consent:- referrals to other trades and service providers

| | |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data Storage & security | Paper records including sales ledger/journal and customer job cards Physical security in locked cabinet when not in use. Digital devices - Mobile Phone, Tablet, PC - all protected by PIN/Passwords - data stored contact details, master customer list. Backed up on Microsoft Office and Outlook account. |
| Data is shared with | 3rd party service providers (all with appropriate service agreements or contracts in place) ISP - Virgin Media Email & iCloud Storage (backup) - Hotmail/Outlook Mobile Phone - EE, Google Account Payment Services - SumUP, Gocardless |

Impact Assessment

Only minimal personal data is held and most of this is readily available in the public domain (e.g. Phone directories, Voter's Role, Social Media such, Facebook).

Security measures are adequate given the nature of data held. Compromise of data risk is low and the Impact of disclosure on the data subjects would be quite small. The risk of loss of data is considered low as all critical data is backed up securely off site.

Date 23 May 2018