

Business Name

Information Data Audit Date

Business name:

Data Protection Officer:

Who has access to data collected:

New **Business Name** customer

What: name, address, email, phone, date of birth, basic health information, prior qualifications and learning difficulties.

Why: requirement of awarding body, insurance, for health and safety purposes, to ensure tailored learning experience.

Paper form registration:

Name and email are recorded on training booking lists for record keeping purposes in accordance with insurance and for accounting purposes

Paper forms kept for 7 years in secure storage. Forms are reviewed every 120 days and any customers who have not attended for over 7 years will have their forms destroyed using cross shredding.

Risk: break in or fire

Management: locked and metal box.

Retention and updates: customers are able to update or delete their data by emailing **email**

Retrieval of data: a customer may contact the Data Protection Officer named above at any time and request the return and/or deletion of their data by emailing **email**

Registration form sent by email:

Form is stored online in a password protected folder for.....

Who can access: **name**

Risk: Data breach of file storage system, failure of system/file corruption

Management of risks: use a secure and respected system that is GDPR compliant. Take back ups and save in an encrypted and secure storage.

Emails added to Mailchimp

What: emails only

Why: to enable direct communication of services, training and information relating directly to the services JPilates offer. Customers can alter own subscription at any time and unsubscribe at any time. ALL new customers opt-in to this.

Risk: Data breach of system. Customer wishes to unsubscribe

Management of risk: use a secure and respected system that is GDPR compliant and that allows the customer to update subscription preferences themselves.

Emails added to Xero

What: email only

Why: only after a request for an invoice is the customer's email added to the accounting software to send the invoice.

Risk: Data breach of system

Management of risk: use a secure and respected system that is GDPR compliant

Details given to Active IQ

What: name, date of birth, post code, gender of customers attending a qualification.

Why: requirement of the awarding body for registration and certification.

Risk: data breach of system

Management of risk: use a secure and respected system that is GDPR compliant