Framework for Review of Data Sources

N.B. Only the Personal Data items are involved in ANY of these sources - Name, Address, Phone & Mobile Nr, Email address

Data file/source	Type of Data	Location	How it is processed	Retention Period - suggested	How secure	Where Transferred	Review Process	Disposal Method	Notes
CUSTOMER.DB	COMPUTER	32RR	via Smartware	10 years	Secured Login to access		3 years	Anonymise	
CUST_ORD.DB	COMPUTER	32RR	via Smartware	10 years	Secured Login to access		3 years	Anonymise	
MEASURES.DB	COMPUTER	32RR	via Smartware	10 years	Secured Login to access		3 years	Anonymise	
SAMPLING	COMPUTER	CLOUD	via Web interface	1 year	Secured Login to access		3 years	Remove record	
Fitters Worksheets	PAPER	WHSE/FTR	Printed out from Smartware			Copy to Fitter	3 years	Recover from Fitter & Shred	
Cutting Tickets	PAPER	WHSE	Printed out from Smartware			Retained at Whse	3 years	Shred after Job fitted	
Notes for Measure	PAPER	WHSE/FTR	Printed out from Smartware			Copy to Fitter	3 years	Recover from Fitter & Shred	
Cutting Plan	PAPER	WHSE/FTR	Printed out from Smartware			Copy to Fitter	3 years	Recover from Fitter & Shred	
Order Confirmations	PAPER	SHOP	Printed out from Smartware			Copy to Fitter	3 years		
Invoices - if paper copy	PAPER	32RR	Printed out from Smartware			Stored at 32RR	3 years		
Sample Mailing Label	PAPER	32RR	Printed out from Web				3 years		
Correspondence - paper	COMPUTER	32RR/cloud	Printed from Smartware or sent by customer	10 years (or after completion of Job?)			3 years	Remove from Shop and shred	Includes printouts, worksheets etc
Correspondence - email	COMPUTER	32RR/cloud	via email server	10 years	Secured Login to access		3 years		
Fitters Worksheets	PAPER	Held at SHOP	Printed out from Smartware				3 years	Remove from Shop and shred	
Notes for Measure	PAPER	Held at SHOP	Printed out from Smartware				3 years	Remove from Shop and shred	
Cutting Plan	PAPER	Held at SHOP	Printed out from Smartware				3 years	Remove from Shop and shred	
Order Confirmations	PAPER	Held at SHOP	Printed out from Smartware				3 years	Remove from Shop and shred	

NOTES 1 - copies of Mr Carpet Ltd paperwork (e.g. Fitter's Worksheets) probably are not needed at the Shop but can be reprinted if necessary - until "Anonymising" after Retention Period

2 - Anonymise = remove Personal data only - i.e. Name, address etc. are blanked out but all other fields remain (Customer Code, Requisitions etc)