

Customer Data Audit										
PERSONAL DATA	PURPOSE OF PROCESSING	WHAT IS THE LEGAL BASIS FOR PROCESSING	DATA ACCESSED BY		WHERE IS DATA STORED	DOES IT INCLUDE 'SPECIAL CATEGORY DATA*'?	SECURITY MEASURES IN PLACE	RETENTION PERIOD	IS DATA TRANSFERRED OUTSIDE EU	CONSENT TO BE PROVIDED
			Internal	Third Party Access						
						*This data is not asked for at any point				
Name	Necessary in the performance of contract	Contract to supply goods or services requested	Employees of Web Control UK Ltd	No	Insightly CRM, Happy Fox, Microsoft Outlook, Sage Accounts Software, Management Information System	No	All data stored is accessed via password only	Data kept for duration of contract with us. On termination records kept for two years for historical records/purposes only.	Yes - Insightly CRM, Happy Fox & Microsoft. All comply with the EU to US privacy shield framework. Follow individual links for their privacy policy. HAPPY FOX: https://www.happyfox.com/privacy-policy/ INSIGHTLY: https://www.insightly.com/privacy-policy/ MICROSOFT: https://privacy.microsoft.com/en-gb/	N/A
Email Address	Necessary in the performance of contract	Contract to supply goods or services requested	Employees of Web Control UK Ltd	No	Insightly CRM, Microsoft Outlook, Happy Fox, Management Information System	No	All data stored is accessed via password only	Data kept for duration of contract with us. On termination records kept for two years for historical records/purposes only.	Yes - Insightly CRM, Happy Fox & Microsoft. All comply with the EU to US privacy shield framework. Follow individual links for their privacy policy. HAPPY FOX: https://www.happyfox.com/privacy-policy/ INSIGHTLY: https://www.insightly.com/privacy-policy/	N/A
Personal Mobile Phone Number	To assist with the performance of contract, However, details stored on file only if provided by yourselves.	Contract to supply goods or services requested. Details processed & retained only if provided by yourselves.	Employees of Web Control UK Ltd	No	Insightly CRM	No	All data stored is accessed via password only	Data kept for duration of contract with us. On termination records kept for two years for historical records/purposes only.	Yes - Insightly CRM complies with the EU to US privacy shield framework. See https://www.insightly.com/privacy-policy/	Yes
Profile link from LinkedIn	To assist with the performance of contract, However, details stored on file only if provided by yourselves.	Contract to supply goods or services requested. Details processed & retained only if provided by yourselves.	Employees of Web Control UK Ltd	No	Insightly CRM (Automatic Feature within CRM)	No	All data stored is accessed via password only	Data kept for duration of contract with us. On termination records kept for two years for historical records/purposes only.	Yes - Insightly CRM complies with the EU to US privacy shield framework. See https://www.insightly.com/privacy-policy/	N/A
CUSTOMER DATA	PURPOSE OF PROCESSING	WHAT IS THE LEGAL BASIS FOR PROCESSING	DATA ACCESSED BY		WHERE IS DATA STORED	DOES IT INCLUDE 'SPECIAL CATEGORY DATA*'?	SECURITY MEASURES IN PLACE	RETENTION PERIOD	IS DATA TRANSFERRED OUTSIDE EU	CONSENT TO BE PROVIDED
			Internal	Third Party Access		*This data is not asked for at any point				
Connection Details for remote access	Necessary in the performance of contract	Contract to supply goods or services requested	Employees of Web Control UK Ltd	Yes - however, only own company data (tickets, reports) can be seen.	Happy Fox	No	All data stored is accessed via password only	for historic purposes, to reference and as a knowledge base for training. Connection Details will be retained for 6 months after termination (in the event a problem occurs) then removed from our system.	Yes, Happy Fox complies with the EU to US privacy shield framework. See https://www.happyfox.com/privacy-policy/	N/A
Customer data	Necessary in the performance of contract	Contract to support goods or services requested.	Employees of Web Control UK Ltd	No	N/A: no customer data is stored or retained by us. Remote access only.	No	Access to customers sites are as per their preferred secure preference - all password protected. (e.g.: VPN, Teamviewer)	N/A - no customer data stored or retained.	N/A	N/A