

# GDPR Data Map

Designed By: Helen Sharp

Designed For: Lavender Barn

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Version: 01

Source: How is Data Collected?	Personal Data: What is the Data being Collected?	Reason: Why the Data is Collected.	Handling of Data.	Disposal Of Data: When will the Data be disposed?	Consent Given	Subject Over 13yrs	Mission Critical Data	Sensitive Personal Data
Consultation Record Card	Name, Address, Contact Number, Date of Birth, Basic Medical Details	Legitimate interest and for the purposes of beauty services to treatments to be carried out within professional capabilities and sale beauty products.	Only registered Lavender Barn staff have access to the complete customer records. All registered staff comply with GDPR standards, which ensure they respect customer confidentiality. Paper records are kept securely. Electronic data is password protected, employees can only access the information essential for their role, all employees have individual passwords so there is an audit of any changes made, there is also a back-up system that means data can be restored. All anti-virus software and other software are kept up to date.	Upon request, or if I do not have any correspondence with you and you don't attend a salon or spa appointment or visit the salon to purchase beauty products for a period of 24 months, we will erase any and all data records we hold on you.	✓	✓	✓	✓
Website Sign Up Form	Name, Email Address	Marketing, Newsletter updates, Salon offers available	Data stored through 3 <sup>rd</sup> party Mail chimp. Helen Sharp and Mailchimp have access.	Upon request/ can unsubscribe	✓	✓	✓	
People who email us to make enquiries, or complaints.	Name, Contact email.	Necessary for the purposes of legitimate interests pursued by the controller	We will monitor any emails sent to us, including file attachments for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law. We will report to the relevant authorities any content that is in breach of the law. We may need to pass details on to third party to help resolve any issues, we have a contract drawn so they are not to be used for marketing purposes by the third party involved.	When enquiry has effectively been dealt with.	✓		✓	✓