# The Personal Data Journey

(Data Flow Mapping)

#### **Data Security**

#### Technical and organisational security measures

Data-in-transit Protection Asset Protection & Resilience Separation between users Governance **Operational Security Personnel Security** Secure Development Supply-chain Security

Secure Consumer Management Identity & Authentication **External Interface Protection** Secure Administration

**Audit Information** Secure use of Service

#### **Data Transfer**

Names of third countries or international organisations that data is transferred to

FU US



**Data Source** 

**Data Subject** 

**Personal Data** 

**Purpose of Processing** 

Lawful **Processing** 

**Data Recipients** 

















#### **Personal Data** Source

Controller Joint Controller Direct Third Party Collector

#### **Categories of Individuals**

**Employees** Former Employees Successful Candidates Pension details

Unsuccessful Candidates

Potential Customers **Existing Customers** 

Former Customers Accountant

Auditors

**Business Partners Sub-Contractors** 

Service Providers **Suppliers** 

Public

#### **Categories of** Personal Data

Contact details Bank details

Tax details

Pay details

Annual leave details Sick leave details

Performance details Management Qualifications Employment history

Ethnicity

Disability details Purchase history Lifestyle information Picture of subject

#### **Purpose of Processing**

Payroll

Personnel File

Personnel Management

Security Vetting Recruitment

**Training** 

Finance

System Account

**Customer Management** 

Direct Marketing Criminal Offence



7

#### Lawful Basis of **Processing**

Consent Contract

Legal obligation

Vital Interests

**Public Interests** 

Legitimate Interest



## Retention schedule

1 year post-employment 3 years post-employment 6 years post employment 6 months post-campaign 1 year post campaign End of customer relationship 1 year - post contact

#### **Categories of Recipients**

**HMRC** 

Referees

Processor – Marketing

Processor - SaaS

Processor – IaaS

Processor – Payment Provider

Processor – Bank

Sub-Processor - Courier

Sub-Processor - Printer



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Separation between users
Governance
Operational Security
Personnel Security
Secure Development

#### **Data Transfer**

Names of third countries or international organisations that data is transferred to

EU



#### **Data Source**

Data Subject

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**Categories of** 

Personal Data

Contact details









# Personal Data Source Direct from Data

Direct from Data Subject

#### Categories of Individuals

Employees Former Employees

Bank details Pension details Tax details

Pay details Disability details

## **Purpose of Processing**

Payroll Finance



# Lawful Basis of Processing

Art 6 - Contract Art 9 - Employment

## **Categories of Recipients**

 $\mathsf{HMRC}$ 

Processor – Payroll App Processor - Bank



#### **Data Retention**

Retention schedule

6 years post employment

Example of the Personal Data Journey for Generic Staff Payroll, using a cloud based Software as a Service.

