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

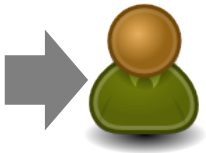
EU
US

Data Source

Personal Data Source

Controller
Joint Controller
Direct
Third Party
Collector

Data Subject



Categories of Individuals

Employees
Former Employees
Successful Candidates
Unsuccessful Candidates
Potential Customers
Existing Customers
Former Customers
Accountant
Auditors
Business Partners
Sub-Contractors
Service Providers
Suppliers
Public

Personal Data

Categories of Personal Data

Contact details
Bank details
Pension details
Tax details
Pay details
Annual leave details
Sick leave details
Performance details
Qualifications
Employment history
Ethnicity
Disability details
Purchase history
Lifestyle information
Picture of subject

Purpose of Processing

Purpose of Processing

Payroll
Personnel File
Personnel Management
Security Vetting
Recruitment
Training
Finance
System Account Management
Customer Management
Direct Marketing
Criminal Offence

Lawful Processing

Lawful Basis of Processing

Consent
Contract
Legal obligation
Vital Interests
Public Interests
Legitimate Interest

Data Retention

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

Data Recipients

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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Data-in-transit Protection
Asset Protection & Resilience
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

Personal Data Source
Direct from Data Subject

Data Subject

Categories of Individuals
Employees
Former Employees

Personal Data

Categories of Personal Data
Contact details
Bank details
Pension details
Tax details
Pay details
Disability details

Purpose of Processing

Purpose of Processing
Payroll
Finance

Lawful Processing

Lawful Basis of Processing
Art 6 - Contract
Art 9 - Employment

Data Recipients

Categories of Recipients
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.