The **ROOT** causes

**Problem**: The PI of supplies and clients is left in Analyze employees email inboxes.

**Why** Back up in case the systems shut down/ there is ICT maintenance

**Why** It is more convenient to get clients/suppliers information without having to log in to a HubSpot/SharePoint/OneDrive.

**Why** Because they archive emails, and it is hard for employees to delete information that they believe will be useful to generate leads of new clients/employees

**Why** the process needed to adhere to the policies (such as policies that ensure that personal data is kept for no longer than necessary) have not been defined yet.

**Why** because the policies have not yet been implemented yet.