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## Data Flow Map

Peter Bates Associates Ltd is fully committed to comply with the General Data Protection Regulation (GDPR) 2016<sup>1</sup>.

Component of Data Map	Details for Peter Bates Associates Ltd
List the company's data assets (systems, applications and other assets used to process data)	<ul style="list-style-type: none"> <li>• Microsoft Outlook address list</li> <li>• Email messages on Microsoft Outlook</li> <li>• Electronic documents</li> <li>• Paper documents</li> <li>• Audio recordings</li> <li>• Company website does not contain any confidential personal data</li> <li>• Hard copy publications do not contain any confidential personal data</li> </ul>
Configure Asset Attributes - information about assets	<ul style="list-style-type: none"> <li>• Outlook address list contains name, address, phone number, employer, job role, notes.</li> </ul>
List the company's processing activities in respect of personal data.	<ul style="list-style-type: none"> <li>• Paper documents are scanned using a Fujitsu Scansnap ix500 and the original is destroyed using a crosscut shredder.</li> <li>• Audio recordings are captured using a digital voice recorder and transferred to the password protected computer. The digital voice recorder is then wiped.</li> <li>• Electronic files are kept on the password protected company laptop and backed up monthly.</li> <li>• Documents are printed using a HP Laserjet M551 printer.</li> <li>• Redundant hardware (scanner<sup>2</sup>, printer<sup>3</sup>, computer<sup>4</sup>, digital voice recorder, mobile phone) is degaussed where necessary before disposal.</li> </ul>

<sup>1</sup> See Article 5 of the GDPR.

<sup>2</sup> Fujitsu confirmed by email on 18/7/2018 that the Scansnap ix500 does not retain any electronic data relating to the content of scans and so does not need to be degaussed before disposal.

Component of Data Map	Details for Peter Bates Associates Ltd
Carry out assessments	<ul style="list-style-type: none"> <li>• Data Flow Map created July 2018, to be reviewed annually</li> </ul>
Update records	<ul style="list-style-type: none"> <li>• Review Data Protection Policy, Data Flow Map, Privacy Notice, Training and Registration with the ICO each year.</li> <li>• Report in Board meeting September 2018 and annually thereafter.</li> </ul>

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<sup>3</sup> Inquiry sent to HP and Curry PC World on 21 July 2018 to ask if the HP M551 retains any data on a hard drive and so would need to be degaussed before disposal.

<sup>4</sup> HP Pavilion laptop 15-au077sa.