



Peter Bates Associates Ltd
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Data Flow Map

Peter Bates Associates Ltd is fully committed to comply with the General Data Protection Regulation (GDPR) 2016¹.

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">• Microsoft Outlook address list• Email messages on Microsoft Outlook• Electronic documents• Paper documents• Audio recordings• Company website does not contain any confidential personal data• Hard copy publications do not contain any confidential personal data
Configure Asset Attributes - information about assets	<ul style="list-style-type: none">• Outlook address book contains name, address, phone number, employer, job role, notes.
List the company's processing activities in respect of personal data.	<ul style="list-style-type: none">• Paper documents are scanned and the original is destroyed using a crosscut shredder.• Audio recordings are captured using a digital voice recorder and transferred to the password protected computer. The file on the digital voice recorder is then deleted.• No newsletter or similar regular electronic or hard copy mailout is issued.• Electronic files are kept on the password protected company laptop and backed up monthly.• Redundant hardware is degaussed where necessary before disposal.
Carry out assessments	<ul style="list-style-type: none">• Data Flow Map reviewed annually
Update records	<ul style="list-style-type: none">• Review Data Protection Policy, Data Flow Map, Privacy Notice, Training and Registration each year.• Report in Board meeting September 2018 and annually thereafter.

¹ See Article 5 of the GDPR.