Personnel Data

Data/info collected	Who is collecting it	How is it collected	Why is it being collected	How will it be used	Who will it be shared with	Identity and contact details of any data controllers	Details of transfers to third country and safeguards	Retention period **To be verified**
Personnel records Name Address e-mail DoB Next of Kin	DPO – Julie Lindon-Jones Admin personnel	Supplied by the individual	To enable wages payment and contact with the employee or Next of Kin	For wages payment and any contact with the employee or Next of Kin	Guymark Admin Staff only	Julie Lindon-Jones	No transfers IT security provisions	Duration of Employment + 7 years
Bank details Salary/wage details Expense forms	DPO – Julie Lindon-Jones	Supplied by the individual	To enable wage payments	Wage payments	The DPO only	Julie Lindon-Jones	No transfers IT security provisions	Duration of Employment + 12 months
Application/induction forms Training records/CV's Driving Licence T&C of employment	DPO – Julie Lindon-Jones	Collated at induction and during employment with Peake and Sons	Records of competence are required for Guymark business - in many cases a legal requirement for competence	To provide required evidence to interested parties and or regulators	Guymark Accident recording procedure	Julie Lindon-Jones	No transfers IT security provisions and office security	
Medical records Accident Records PPE records	DPO – Julie Lindon-Jones	Induction Guymark Accident recording procedure	Legal requirement	To provide required evidence to interested parties and or regulators – e.g RIDDOR	Interested parties and or regulators – e.g HSE	Julie Lindon-Jones	No transfers IT security provisions and office security	Duration of employment + 10 years
Disciplinary records	DPO – Julie Lindon-Jones	By record the procedure	To comply with Guymark company rules	On review of staff actions/behaviour	Guymark admin personnel and the employee	Julie Lindon-Jones	No transfers IT security provisions and office security	Duration of employment + 10 years
Photographs	Guymark Staff	Submitted on request by personnel	For use on legal documents such as driving licences, ID cards	To provide required evidence to interested parties and or regulators	Interested parties and or regulators	Julie Lindon-Jones	No transfers IT security provisions and office security	Duration of employment + 10 years

Purchasing and Sales

Data/info collected	Who is collecting it	How is it collected	Why is it being collected	How will it be used	Who will it be shared with	Identity and contact details of any data controllers	Details of transfers to third country and safeguards	Retention period **To be verified**
Purchasing Data Name Address Tel e-mail Contact/phone Bank Details	DPO – Julie Lindon-Jones Guymark Admin Staff	Supplied by the Supplier during business transactions	To enable contact with the supplier for purchasing details and for payment to the supplier	To contact the supplier with purchasing details and to pay the supplier	Guymark Admin personnel only	Julie Lindon-Jones	No transfers IT security provisions and office security	Duration of business transactions + 10 years
Sales Data Name Address Tel e-mail Contact/phone Bank details	DPO – Julie Lindon-Jones Guymark Admin Staff	Supplied by the customer during business transactions	To enable contact with the customer for business transactions details and for any payment to the customer	To liaise with/contact the customer with transaction details and to pay the customer if required (e.g. credits)	Guymark Admin personnel only	Julie Lindon-Jones	No transfers IT security provisions and office security	Duration of business transactions + 10 years
Calibration Data	The Technical Manager	On calibration activities	To be the official record of calibration activities by Guymark on behalf of the client	To send details to the customer of the suitability for use of calibrated equipment	Guymark and individual customers only	Julie Lindon-Jones Adrian Sewell	No transfers IT security provisions and office security	The lifetime of the equipment plus 7 years