

Personal information held	Why is the data processed and what do we do with it?	What is the lawful basis for processing?	Potential transfer to third parties	Sensitive?	What are the grounds for processing sensitive data
Name, job title, organisation, quotes (interview participants)	Requirement of project to carry out interviews - transcripts provide proof of findings	Legitimate interests	No		
Name, telephone number and email address	Collected to assess VS engagement with stakeholders - retained for future analysis	Consent	No		
Name	Collected as part of the agreed work activities of the EforC project. Data will be analysed and anonymised results will be shared with project partners and eventually published in all partner countries.	Consent	No		
E-mail		Consent	No		
Educational achievement		Consent	No		
Country of residence		Consent	No		
Age		Consent	No		
Gender		Consent	No		
Disability		Consent	No	Y	Consent
Nationality		Consent	No	Y	Consent
Sexual orientation	May be collected for research surveys - will only be collected with explicit consent	Consent	No	Y	Consent
Trade union membership	May be collected for research surveys - will only be collected with explicit consent	Consent	No	Y	Consent
Religion/belief	May be collected for research surveys - will only be collected with explicit consent	Consent	No	Y	Consent
Race or ethnic origin	May be collected for research surveys - will only be collected with explicit consent	Consent	No	Y	Consent
Political opinion	May be collected for research surveys - will only be collected with explicit consent	Consent	No	Y	Consent
Name, telephone number, email address, postal address and signature	To maintain a record of consent for GDPR purposes	Legal obligation	No		

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
Name, job title, organisation, quotes (interview participants)	Interview transcripts (Word Doc)	Electronic	z drive	Research	2 years
Name, telephone number and email address	Spreadsheet	Electronic	z drive and SurveyMonkey	Research	5 years
Name	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
E-mail	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Educational achievement	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Country of residence	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Age	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Gender	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Disability	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Nationality	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Sexual orientation	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Trade union membership	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Religion/belief	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Race or ethnic origin	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Political opinion	SurveyMonkey and spreadsheet	Electronic	z drive and SurveyMonkey	Research	2 years
Name, telephone number, email address, postal address and signature	SurveyMonkey, spreadsheet and word docs	Electronic	z drive and SurveyMonkey	Research	Retention period will be the same as the data that the consent relates to