

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
Full name	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor and the UK panel/Eventbrite		
Business address	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Business Mobile Telephone number and/or personal phone number	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Business E-mail address	Business contact information for the purposes of carrying out	Legitimate interests	liV/E Assessor/Eventbrite		
Signature	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	No		
Full name	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
contact number business	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Job Titles	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Contact numbers personal	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Org name	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Permission slip Signature	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Volunteer roles	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liV/E Assessor/Eventbrite		
Direct quotations	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liVE Assessor & UK QA Panel/Eventbrite		

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Photographs of individuals online or within documents (should have consent from liV organisation, but could potentially only be for internal use)	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liVE Assessor/eventbrite		
Org name	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liVE Assessor & UK QA Panel/Eventbrite		
Volunteer roles	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liVE Assessor & UK QA Panel/Eventbrite		
Job Titles	Business contact information for the purposes of carrying out liV assessments with the specified organisation	Legitimate interests	liVE Assessor & UK QA Panel/Eventbrite		

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
Full name	Online application (uk or VS websites), phone calls or emails	Electronically and paper	liV uk website and Salesforce, emails and on paper, staff notebooks and z: drive	liV	6 years for HMRC purposes and or duration of contract
Business address	Online application (uk or VS websites), phone calls or emails	Electronically and paper	liV uk website and Salesforce, emails and on paper, staff notebooks and z: drive	liV	6 years for HMRC purposes and or duration of contract
Business Mobile Telephone number and/or personal phone number	Online application (uk or VS websites), phone calls or emails	Electronically and paper	liV uk website and Salesforce, emails and on paper, staff notebooks and z: drive	liV	6 years for HMRC purposes and or duration of contract
Business E-mail address	Online application (uk or VS websites), phone calls or emails	Electronically and paper	liV uk website and Salesforce, emails and on paper, staff notebooks	liV	6 years for HMRC purposes and or duration of contract
Signature	only agreements	Electronically and paper	liV uk website and Salesforce, emails and on paper, staff notebooks and z: drive	liV	6 years for HMRC purposes and or duration of contract
Full name	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
contact number business	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Job Titles	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Contact numbers personal	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Org name	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Permission slip Signature	liV/E assessment	Electronically and paper	cabinet locked, external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Volunteer roles	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Direct quotations	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel

Personal information held	Source	Electronic/Paper based?	Where held?	PN	Retention period
Photographs of individuals online or within documents (should have consent from liV organisation, but could potentially only be for internal use)	liV/E assessment	Electronically and paper	external assessor, pc, laptop and paper, emails	liV	3 months after QA panel
Org name	liV/E report	Electronically and paper	z-drive, external assessor, pc, laptop, paper and UK Panel members, emails	liV	3 yrs- for duration of award period
Volunteer roles	liV/E report	Electronically and paper	z-drive, external assessor, pc, laptop, paper and UK Panel members, emails	liV	3 yrs- for duration of award period
Job Titles	liV/E report	Electronically and paper	z-drive, external assessor, pc, laptop, paper and UK Panel members, emails	liV	3 yrs- for duration of award period