MENDIP DOCUMENTATION CONTROLLER AUDIT

	Article 30 Record of Processing Activities											Privacy Notices							Consent	Access Requests	Data Protection Impact Assessments			Personal Data Breaches		Data Protection Bill - Special Category or Criminal Conviction and Offence data				
	Business function	**Purpose of processing**	**Name and contact details of joint controller (if applicable)**	**Categories of individuals**	**Categories of personal data**	**Categories of recipients**	**Link to contract with processor**	**Names of third countries or international organisations that personal data are transferred to (if applicable)**	**Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)**	**Retention schedule (if possible)**	**General description of technical and organisational security measures (if possible)**	**Article 6 lawful basis for processing personal data**	**Article 9 basis for processing special category data**	**Legitimate interests for the processing (if applicable)**	**Link to record of legitimate interests assessment (if applicable)**	**Rights available to individuals**	**Existence of automated decision-making, including profiling (if applicable)**	**The source of the personal data (if applicable)**	**Link to record of consent**	**Location of personal data**	**Data Protection Impact Assessment required?**	**Data Protection Impact Assessment progress**	**Link to Data Protection Impact Assessment**	**Has a personal data breach occurred?**	**Link to record of personal data breach**	**Data Protection Bill Schedule 1 Condition for processing**	**GDPR Article 6 lawful basis for processing**	**Link to retention and erasure policy document**	**Is personal data retained and erased in accordance with the policy document?**	**Reasons for not adhering to policy document (if applicable)**
	PAPER BASED																													
	Toboggan Declaration*/**	Insurance requirement	N/A	Customer	Contact details	Processor - licensed shredding & disposal company		N/A	N/A	7 years after 18th birthday. 21 years	Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(c) - legal obligation				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A				Article 6(1)(b) - legtitmate interest			
	Lesson Declaration*	Insurance requirement		Customer	Health & Contact Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(c) - legal obligation				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Lesson Declaration Rifle Shooting*	Insurance & legal requirement		Customer	Criminal convictions	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(c) - legal obligation				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Recreational Declaration*/**	Insurance requirement		Customer	Health & Contact Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(c) - legal obligation				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Equipment cards	Insurance requirement & legitimate interest		Customer	Health & Contact Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Group Equipment Fitting Form (GEFF)**	Insurance requirement & legitimate interest		Customer	Health Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Group Leader Risk Declaration (GLRD)**	Insurance requirement		Customer	Contact Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Accident form*/**	Insurance requirement		Customer	Health & Contact Details	Processor - licensed shredding & disposal company		N/A	N/A		Archived in locked container. Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject		Secure Archive Container	No	N/A	N/A							
	Frisbee Golf form (self led)	Insurance requirement		Customer	Contact Details	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	Orienteering form (self led)	Insurance requirement		Customer	Contact Details	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	Course Cards	Insurance requirement		Customer	Contact Details	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	Cave log	Insurance requirement		Customer	Contact Details	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	D of E participant list**	Insurance requirement		Customer	Health & Contact Details	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	Dietary Requirements list**	Legitimate interest		Customer	Health Details. Dietary requirements could indicate racial or ethnic origin or religious beliefs.	Processor - licensed shredding & disposal company		N/A	N/A	Stored internally until activity completed	Securely shredded by third party after retention period	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	Safeguarding document			Customer	Health & Sensitive Details	Processor - licensed shredding & disposal company		N/A	N/A		Securely shredded by third party after retention period	Article 6(1)(c)- legal obligation & (f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	*Paper document is digitised and saved to a network based hardrive	Insurance & legal requirement, legitimate interest		Customer	Health, and contact details						Physical harddrive is stored ..... Network is password protected	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	**Paper document is digitised and saved to a cloud based server (Mendipsys)	Insurance & legal requirement, legitimate interest		Customer	Health, and contact details						Encrypted storage, access controls	Article 6(1)(f) - legitimate interests				Access and rectification	No	data subject			No	N/A	N/A							
	WEBSITE COLLECTED																				No	N/A	N/A							
	Online OAP booking (contact details)	Legitimate interest		Customer	Contact Details & booking history	Processor - Mailigen						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	Business Services account	Legitimate interest		Customer	Contact Details & booking history	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	Contact us form	Legitimate interest		Customer	Contact Details	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	Newsletter signup	Direct Marketing - Legitimate interest		Customer	Contact Details	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	TABLET COLLECTED																				No	N/A	N/A							
	Toboggan forms	Insurance requirement		Customer	Contact Details	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	TELEPHONE COLLECTED																				No	N/A	N/A							
	OAP booking	Legitimate interest		Customer	Contact Details & booking history	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	Business Services booking	Legitimate interest		Customer	Contact Details & booking history	N/A						Article 6(1)(f) - legitimate interests									No	N/A	N/A							
	Business function	**Purpose of processing**	**Name and contact details of joint controller (if applicable)**	**Categories of individuals**	**Categories of personal data**	**Categories of recipients**	**Link to contract with processor**	**Names of third countries or international organisations that personal data are transferred to (if applicable)**	**Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)**	**Retention schedule (if possible)**	**General description of technical and organisational security measures (if possible)**	**Article 6 lawful basis for processing personal data**	**Article 9 basis for processing special category data**	**Legitimate interests for the processing (if applicable)**	**Link to record of legitimate interests assessment (if applicable)**	**Rights available to individuals**	**Existence of automated decision-making, including profiling (if applicable)**	**The source of the personal data (if applicable)**	**Link to record of consent**	**Location of personal data**	**Data Protection Impact Assessment required?**	**Data Protection Impact Assessment progress**	**Link to Data Protection Impact Assessment**	**Has a personal data breach occurred?**	**Link to record of personal data breach**	**Data Protection Bill Schedule 1 Condition for processing**	**GDPR Article 6 lawful basis for processing**	**Link to retention and erasure policy document**	**Is personal data retained and erased in accordance with the policy document?**	**Reasons for not adhering to policy document (if applicable)**
Employee Contact Details	HUMAN RESOURCES	Personel file		Employees	Employee Contact Details*/**	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Next of Kin details	HUMAN RESOURCES	Personel file		Employees	Next of Kin details*/**	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Medical Details	HUMAN RESOURCES	Personel file		Employees	Medical Details*/**	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Annual leave details	HUMAN RESOURCES	Personel file		Employees	Annual leave details	N/A		N/A	N/A		Digital record saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Sick leave details	HUMAN RESOURCES	Personel file		Employees	Sick leave details	N/A		N/A	N/A		Digital record saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Qualifications	HUMAN RESOURCES	Personel file		Employees	Qualifications*/**	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Performance details	HUMAN RESOURCES	Personel file		Employees	Performance details*/**	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Contact details	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Contact details	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Qualifications	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Qualifications	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Employment history	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Employment history	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Ethnicity	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Ethnicity	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Disability Details	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Disability Details	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Referee Contact details	HUMAN RESOURCES	Recruitment		Employees - succesful candidates	Referee Contact details	Referee		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Contact details	HUMAN RESOURCES	Recruitment		Employees - unsuccesful candidates	Contact details	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Qualifications	HUMAN RESOURCES	Recruitment		Employees - unsuccesful candidates	Qualifications	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Employment history	HUMAN RESOURCES	Recruitment		Employees - unsuccesful candidates	Employment history	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Ethnicity	HUMAN RESOURCES	Recruitment		Employees - unsuccesful candidates	Ethnicity	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Disability Details	HUMAN RESOURCES	Recruitment		Employees - unsuccesful candidates	Disability Details	N/A		N/A	N/A		Paper copy stored in filling cabinet in secure office. Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Contact details	HUMAN RESOURCES	Recruitment		Work Experience - successful candidates	Contact details	N/A		N/A	N/A		Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
School/college contact details	HUMAN RESOURCES	Recruitment		Work Experience - successful candidates	School/college contact details	N/A		N/A	N/A		Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Medical details	HUMAN RESOURCES	Recruitment		Work Experience - successful candidates	Medical details	N/A		N/A	N/A		Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Qualifications	HUMAN RESOURCES	Recruitment		Work Experience - successful candidates	Qualifications	N/A		N/A	N/A		Digital copy saved on encrypted cloud based server	Article 6(1)(b) - contract	Article 9(2)(b) - employment			Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
																					No	N/A	N/A							
Contact Details	HUMAN RESOURCES	Recruitment		Work Experience - unsuccessful candidates	Contact Details	N/A		N/A	N/A							Access, data portability, rectification	No	Data Subject		Mendipsys	No	N/A	N/A							
Health & Hygiene Book	HUMAN RESOURCES	Legal requirement		Employees	Health & Hygiene Book																No	N/A	N/A							
Driver books	HUMAN RESOURCES	Legal requirement		Employees	Driver books																No	N/A	N/A							
Bank Details	Finance	Payroll		Employees	Bank Details	HMRC	N/A					Article 6(1)(c) - legal obligation	N/A			Access and rectification	No	Data Subject	N/A	Finance payroll system	No	N/A	N/A							
Pension details	Finance	Payroll		Employees	Pension details	HMRC						Article 6(1)(c) - legal obligation	N/A			Access and rectification	No	Controller	N/A	Finance payroll system	No	N/A	N/A							
Tax Details	Finance	Payroll		Employees	Tax Details	HMRC						Article 6(1)(c) - legal obligation	N/A			Access and rectification	No	Controller	N/A	Finance payroll system	No	N/A	N/A							
Contact Details	Finance	Payroll		Employees	Contact Details							Article 6(1)(c) - legal obligation	N/A			Access and rectification	No	Data Subject	N/A	Finance payroll system	No	N/A	N/A							
	Business function	**Purpose of processing**	**Name and contact details of joint controller (if applicable)**	**Categories of individuals**	**Categories of personal data**	**Categories of recipients**	**Link to contract with processor**	**Names of third countries or international organisations that personal data are transferred to (if applicable)**	**Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)**	**Retention schedule (if possible)**	**General description of technical and organisational security measures (if possible)**	**Article 6 lawful basis for processing personal data**	**Article 9 basis for processing special category data**	**Legitimate interests for the processing (if applicable)**	**Link to record of legitimate interests assessment (if applicable)**	**Rights available to individuals**	**Existence of automated decision-making, including profiling (if applicable)**	**The source of the personal data (if applicable)**	**Link to record of consent**	**Location of personal data**	**Data Protection Impact Assessment required?**	**Data Protection Impact Assessment progress**	**Link to Data Protection Impact Assessment**	**Has a personal data breach occurred?**	**Link to record of personal data breach**	**Data Protection Bill Schedule 1 Condition for processing**	**GDPR Article 6 lawful basis for processing**	**Link to retention and erasure policy document**	**Is personal data retained and erased in accordance with the policy document?**	**Reasons for not adhering to policy document (if applicable)**
	IMAGE COLLECTION																				No	N/A	N/A							
	CCTV	Legitimate interest		Customers & Employees	Image/Video	N/A						Article 6(1)(f) - legitimate interests				Access	No	Data subject			No	N/A	N/A							
	Publicity Photos	Direct Marketing		Customers & Employees	Image	Processor - mailigen						Article 6(1)(f) - legitimate interests				Access	No	Data subject			No	N/A	N/A							
	Staff photos	Personel file		Employees	Image	N/A						Article 6(1)(f) - legitimate interests				Access	No	Data subject			No	N/A								