

PERSONAL DATA STORAGE	DETAILS HELD	BREACH IMPACT	BREACH RISK	RISK LEVEL
Mailchimp	First and last name, email address, Trade or Direct contact	LOW	LOW	LOW
E-Mail	Name, address, email, phone numbers, images supplied, photos of property, architectural drawings of property.	HIGH	LOW	MED
Files of Computer Hard Drives	Name, address, email, phone numbers, images supplied, photos of property, architectural drawings of property.	HIGH	LOW	MED
Files on Back Up Hard Drives	Name, address, email, phone numbers, images supplied, photos of property, architectural drawings of property.	HIGH	LOW	MED
Files in Cloud	Name, address, email, phone numbers, images supplied, photos of property, architectural drawings of property.	HIGH	LOW	MED
Quickbooks Online	Name, address, email, phone numbers, details of purchases.	LOW	LOW	LOW
World Pay	Name, credit card number, expiry date, CB2	HIGH	LOW	MED
Physical Files	Name, address, email, phone numbers, images supplied, photos of property, architectural drawings of property.	HIGH	LOW	MED
Office Display Boards	Name, location (country), email, phone number, Trade or Direct contact	LOW	LOW	LOW

## ACTIONS

## LOW RISK

1. Secure sign in on all computers
2. Change of Passwords on an annual basis or immediately a member of staff leaves the company
3. Maintain a registry of users
4. For office displays, ensure out of sight from public during showroom appointments

## MEDIUM RISK

1. Secure sign in on all computers
2. Sleep after 5 minutes for all computers
3. Remain with Mac during any TeamViewer sessions
4. Training for all staff and their responsibility towards Data Protection