

KIT Mobility Privacy Policy	Personal data			Personal and special data
Data Subjects	Subscribers to our Newsletter mailing list	Clients who are transported by KIT Mobility Taxi's	Public E.g. enquiries	KIT Mobility Taxi's employees and contractors
Data source	Opt-in subscription by data subject	Directly given by data subject	Directly given by data subject	Directly given by data subject
Data collected	Name Email	Title Name Address Email Phone numbers Accounting data Call records of phone calls Email and SMS correspondence with you relating to the provision of our service	Name Address Email Phone numbers Call records of phone calls Email and SMS correspondence with you	Name Address Email Phone numbers HR information e.g. NI, CV Bank details Call records of phone calls Email and SMS correspondence with you relating to a contract
Purpose and legal basis for processing	Sharing educational health information and clinic news <i>Contract</i> <i>GDPR Article 6.1(b)</i>	Administrative purposes Appointments Payment and accounts <i>Contract</i> <i>GDPR Article 6.1(b)</i>	Administrative purposes <i>Contract</i> <i>GDPR Article 6.1(b)</i>	HR purposes Payments Contractual administration <i>Contract</i> <i>GDPR Article 6.1(b)</i> <i>Employment Obligation GDPR Article 9.2(b)</i>
Data processors	KIT Mobility Taxi's employees Content Management System (CMS) provider	KIT Mobility Taxi's employees KIT Mobility Taxi's contractors Remote reception service Accountant Telecoms provider Email provider	KIT Mobility Taxi's staff Remote reception service Email provider Telecoms provider	KIT Mobility Taxi's Directors KIT Mobility Taxi's employees Accountant Email provider Telecoms provider
Accounting data	n/a	Accounting software GDPR compliant Paper merchant copy transaction slips archived	n/a	Bank details for payments
Data types	Digital data	Digital data Paper records	Digital data Paper records	Digital data Paper records
Retention method and Security	CMS mailing list Password protected Computer filing system	Password protected software Lockable cabinets Password protected Computer filing system GDPR compliant email service	GDPR compliant email service Password protected Computer filing system	GDPR compliant email service Password protected Computer filing system Restricted access cabinets and archive storage
Retention period	Until data subject unsubscribes	A minimum of 8 years or until request for erasure	Until request for erasure	Until request for erasure
Erasure	Unsubscribe	By request	By request	By request subsequent to fulfilment of contract and necessary processing requirement for administrative and legal obligations
Destruction	Digital data – software deletion Paper records - shredding	Digital data – software deletion Paper records - shredding	Digital data – software deletion Paper records - shredding	Digital data – software deletion Paper records - shredding