

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method	NOTES
American Express	All other flexible benefit data - Amex Cards	Payroll	<p><b>Onboarding:</b></p> <ul style="list-style-type: none"> <li>- Payroll inputs new starters work email address into Amex Portal</li> <li>- Amex send out registration instructions and passwords to employee to register online</li> <li>- Payroll department review overdue payments and personal spending sending out emails to relevant employees</li> </ul> <p><b>Exit Process:</b></p> <p>If employee has Amex card, cancel on Amex portal, check no outstanding balance is due and keep copy of cancellation confirmation on employee personnel file</p>	Karen Allan	Aaron Davidson	<a href="mailto:aaron.davidson@aexp.com">aaron.davidson@aexp.com</a>	
Arc (UK)	Photos Possible employee details	Marketing	<b>FYI We have not worked with this company for over a year.</b>	Eden Ryder	Jason Dooley	<a href="mailto:jason@arc-cs.com">jason@arc-cs.com</a>	
Better Gyms	All other flexible benefit data - Gym membership - Better Gyms Check for outstanding balances on Gym	Payroll - Wellness Team	<p><b>Onboarding:</b></p> <ul style="list-style-type: none"> <li>- Employee registers on Better Gyms portal who send email to Payroll and Wellness team advising that application is awaiting approval</li> <li>- Employee also registers interest in workday and completes and signs deduction from salary authorisation and either attach's to workday or emails back to payroll</li> <li>- Payroll sets up deductions in workday and place hard copy of agreement on employee file</li> <li>- Monthly reconciliation of members and ytd contributions/outstanding balance provided to US accounts team</li> </ul> <p><b>Exit process:</b></p> <p>Deduct outstanding balance from final employee salary and ensure employees balance in gym reconciliation account clears, advise Better Gyms employee has now left</p>	Karen Allan	Davena Tailor	<a href="mailto:davena.tailor@GLL_ORG">davena.tailor@GLL_ORG</a>	
Box	<i>Potential future - medical condition, e.g. disability - physical activities during courses</i>	L&D	No individual data stored on Box in regards to L&D	N/A	N/A	N/A	
Box	<p><b>Existing Client Information from Client Sat Survey:</b></p> <ul style="list-style-type: none"> <li>- name</li> <li>- company</li> <li>- email address</li> <li>- job title</li> <li>- company</li> <li>- preferences</li> <li>-decision making authority</li> <li>-department, industry</li> <li>-opinion on North Highland</li> <li>-business objectives/goals (2014,2015,2016)</li> </ul>	Marketing		Please contact IT - Paul Falor			

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Box	<b>Information from Email Campaign:</b> - name - company - email address - job title - company	Marketing		Please contact IT - Paul Falor			
Box	<b>Event Attendee information:</b> - name - email - company, position - previous company - dietary requirements - photos / videos from event - live streaming at event - cheat sheets (including project overviews and client names - distributed to NH attendees before an event)	Marketing		Please contact IT - Paul Falor			
Box	<b>Employee Information on Proposal:</b> - name - email address - phone number - job title - address  <b>Client Contact for RFP Information:</b> - name - email address - phone number - job title - address  <b>References Information on Proposal:</b> - name - company - email address - phone number - job title - address	Marketing	This information isn't included for every request- dependent on ask/what the client contact provides in the solicitation document.	Please contact IT - Paul Falor			
Box	IP (The Big Idea)	Marketing		Please contact IT - Paul Falor			
Box	Videos that feature employees and clients	Marketing		Please contact IT - Paul Falor			
Bullhorn	Work email/work phone/Work Address	Recruitment/IT?	We use work email and phone to set up new users	Brandon Call	Jen Gaal	email	
BUPA	BUPA membership	Payroll	If employee is BUPA member then email sent to BUPA advising them of employees leave date and BUPA contact employee directly about continuing options	Karen Allan	Cathy Barr	<a href="mailto:cathy.barr@bupa.com">cathy.barr@bupa.com</a>	
Careerbuilder	Work email/work phone	Recruitment	We use work email and phone to set up new users	Brandon Call	Katie Lane	email	

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certifications/conference s/external training when people have entered their information in the Learning Lab	Certifications from external bodies	L&D	Users add their own external training records to Cornerstone	Individual User	N/A	N/A	Note - records added manually by individual to Cornerstone LMS, so please see that row.
Charities Trust	All other flexible benefit data - GAYE - Charities Trust	Payroll	- Employee registers on Charities Trust website - Charities Trust send password protected report to payroll department with details of any employees commencing/changing of stopping contributions. - Payroll input into workday and email monthly breakdown of contributions back to Charities Trust	Karen Allan	??	<a href="mailto:info@charitiestrust.org">info@charitiestrust.org</a>	
Cornerstone	- Name*, position/grade*, hire date*, email address* - Record of classroom courses attended and completed, including Prosci certification attendance records - Record of online courses attended and completed - Record of external training attended and completed	L&D	* comes thru from Workday Only shared upon request with relevant internal parties Includes historic info form NH University - Oracle Taleo (Sunset) L&D - no active purging of either - Box or Learning Lab	Elizabeth Johnson	David Servati	email: David Servati <dservati@csod.com>	
Creative Juice (US)	Photos Possible employee details	Marketing	Please note this contract was terminated in Aug 2017	Michael Carey	<a href="mailto:Octavia.Gilmore@itscreativejuice.com">Octavia Gilmore &lt;octavia@itscreativejuice.com&gt;</a>	email	
Cvent	<b>Client event registration:</b> - name - email - company - job title	Marketing		Megan Copello / Gemma Ruggiero	Chris Derrick	<a href="mailto:CDerrick@cvent.com">CDerrick@cvent.com</a>	
Cvent	<b>Event Attendee information:</b> - name - email - company, position - previous company - dietary requirements - photos / videos from event - live streaming at event - cheat sheets (including project overviews and client names - distributed to NH attendees before an event)	Marketing					
Dice	<b>Work email/ Work Phone/Work location</b>	Recruitment	We use work email and phone to set up new users and Dice requires location for IP/Sharing purposes	Brandon Call	Ben Bush	email	
Dotmailer	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Claire Mander	Chris Cano	chris.cano@dotmailer.com	
Dotmailer	<b>Employees receiving internal newsletter:</b> Company email address Dietary requirements and survey responses (adhoc)	Marketing / HR		Claire Mander	Chris Cano	chris.cano@dotmailer.com	

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Dotmailer	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Claire Mander	Chris Cano	chris.cano@dotmailer.com	
Dotmailer	<b>Information from Email Campaign:</b> - name - company - email address - job title - company	Marketing		Claire Mander	Chris Cano	chris.cano@dotmailer.com	
Edelman (PR agency)	Award submissions with employee details (and sometimes client project details)	Marketing	have not worked with this company since 2016	Jennifer Marsh	<a href="mailto:steve.behm@edemna.com">Steve Behm</a> <a href="mailto:steve.behm@edemna.com">steve.behm@edemna.com</a> <a href="#">1075 Peachtree St NE</a> <a href="#">Ste 3100</a> <a href="#">Atlanta, GA 30309</a>	email	
Eden Red	All other flexible benefit data - Eden Red - Child Care Vouchers	Payroll	- Eden Red - Employee completes form (attach form to Workday or email) - Payroll print hard copy - enter employee (name, address, <u>tax band</u> ) on ER portal - hard copies held on file for all benefits. Monthly contributions uploaded into Eden Red Portal. - Monthly reconciliation of members and ytd contributions/outstanding balance provided to US accounts team	Karen Allan	Nick Cook	<a href="mailto:nick.cook@edenred.com">nick.cook@edenred.com</a>	
Evans Cycles	All other flexible benefit data - Ride to Work - Evans Cycles Check for outstanding balances on Ride to Work	Payroll	<b>Onboarding:</b> - Employee registers on Evans Cycles - EV cycles send generic email to Payroll advising that application is awaiting approval - Payroll logs into EC portal checks information is correct, authorises application, prints off signed agreement - Payroll sets up deductions in Workday attaches copy of hire agreement and files hard copy on employee file - Invoice sent from Evans Cycles to PL dept for payment of bike, copy sent by PL dept to Payroll. <b>Exit Process:</b> Advise Evans Cycles that Employee has left company by email so they can take over administration of bike from NH	Karen Allan	??	<a href="mailto:ride-to-work@evanscycles.com">ride-to-work@evanscycles.com</a>	
Facebook	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A	
Facebook	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A	
Facebook	<b>Cookies:</b> IP address, web traffic info	Marketing					

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flickr	<b>The Hub:</b> Client Quals ? Cordence - EU contact details? Hub Profile information coming from Workday UK People Tracker Form UK legacy site	Marketing	Also, we provide contact information for the page owners on The Hub (email link, office phone, title) UK is collecting information on their People Tracker legacy site has birthday information, pictures, etc.	Claire Mander	N/A	N/A	This is similar to facebook in that we don't have an account manager , here is the help page, <a href="https://io.help.yahoo.com/contact/index?page=home&amp;ocale=en_US&amp;y=PROD_ACCT">https://io.help.yahoo.com/contact/index?page=home&amp;ocale=en_US&amp;y=PROD_ACCT</a>
Friends Life	All other flexible benefit data - life cover and critical illness	Payroll	- Employees automatically enrolled in scheme. No paperwork to be completed - Annually send spreadsheet with employee information to Friends Life to calculate next years premiums	Karen Allan	??	<a href="mailto:norwichfladmin@aviva.com">norwichfladmin@aviva.com</a>	
Global Tax Networks	Payroll Information for employees on secondment from US to UK and vice versa	Payroll	For employees on secondment from US to UK on a monthly basis I download their US payslips and convert the amounts processed from US\$ to UK GBP and process through payroll at the end of the year I have to confirm all payments I have processed through the payroll with GTN to help with end of year returns. For UK to US employees I have to liaise regularly with GTN if any changes are made to montly payments for them to calculate the hypo tax's I need to process through the payroll. I also have to provide annual information to GTN for year end purposes. I also keep the US updated with the information I process for the US secondees.	Karen Allan	UK - Joanne Kerr US - Sajjad Abadin	<a href="mailto:jkerr@globaltaxnetwork.co.uk">jkerr@globaltaxnetwork.co.uk</a> <a href="mailto:sabadin@gtm.com">sabadin@gtm.com</a>	
Google	<b>The Hub:</b> Client Quals ? Cordence - EU contact details? Hub Profile information coming from Workday UK People Tracker Form UK legacy site	Marketing	Also, we provide contact information for the page owners on The Hub (email link, office phone, title) UK is collecting information on their People Tracker legacy site has birthday information, pictures, etc.	Drew Hawkins	Taylor Kuehl	tkuehl@google.com	
Google	<b>Cookies:</b> IP address, web traffic info	Marketing					
Grant Thornton	Salary and payroll data: expenses GESOP: Statements in spreadsheet Exec Share scheme: Spreadsheet (name, earnings ytd, tax code) Tax Year End Reporting: PSA	Payroll	US for processing, Payroll for PSA and P11D benefit reporting Collation of all employee taxable expenses data is sent to Grant Thornton to calculate tax and NI due	Karen Allan	Chesney Archer	<a href="mailto:chesney.j.archer@gt.com">chesney.j.archer@gt.com</a>	
Herrmann International	HBDI Profiles	L&D		Elizabeth Johnson	Donna Martin or Quinton Arledge	email: donna@hbdi.com	

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HMRC	1) FPS and EPS Submissions 2) MATB1, SC3, Adoption confirmation certificates, Shared Parental leave applications 3) P11D's	Payroll	1) Monthly returns submissions made to HMRC 2) HR send copy of letter to employee confirming leave application and their employment rights. This is dropped into the shared Payroll/HR box folder for Payroll to access. The employee/HR send payroll the appropriate completed HMRC required documentation. Payroll produce a payment entitlement breakdown via a spreadsheet which is saved on KA hard drive and attached to workday	Karen Allan	??	Phone: 0300 200 3200	
Instagram	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A	
Instagram	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A	
JobServe	<b>Work email/ Work Phone/Work location</b>	UK. Recruitment Only	We use work email and phone to set up new users	Brandon Call	Debbie Keeting	email	
Ketchum (PR agency)	Award submissions with employee details (and sometimes client project details)	Marketing		Jennifer Marsh	<a href="mailto:patrick.foarde@ketchum.com">Patrick Foarde patrick.foarde@ketchum.com</a>	email	
Letting Agency	Reference for employee, Name, Salary, Job Title, Start date	Payroll	Either a link to the agency's online platform is provided or a paper form to be completed, scanned and emailed back	Karen Allan	Various letting agencies	??	
LinkedIn	<b>LinkedIn Username</b>	Sales/Marketing/ Recruiting	We use their LinkedIn username to give access to our corporate account	Brandon Call	Andrew Rudder	email	
LinkedIn	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	Whitney McConney	wmccconney@linkedin.com	
LinkedIn	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	Whitney McConney	wmccconney@linkedin.com	
LinkedIn	<b>Cookies:</b> IP address, web traffic info	Marketing					
LinkedIn	Linked in Profile Details	BD					
Mailchimp	<b>Information from Email Campaign:</b> - name - company - email address - job title - company	Marketing	Email campaigns made by consultants	Claire Mander	N/A	<a href="https://mailchimp.com/contact/?department=account&amp;topic=log">https://mailchimp.com/contact/ ?department=account&amp;topic=log in</a>	No contact but left is the contact form
Monster	<b>Work email/ Work Phone</b>	Recruitment	We use work email and phone to set up new users	Brandon Call	Meg Alexander	email	

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Office for national Statistics	Employee Name, other employment data,	Payroll	This is an annual form sent by the government. They randomly select a number of employees and ask for employment details like number of hours worked, salary and benefits info etc. This is all completed on a form which I copy before sending back in a prepaid envelope and I keep our copy on file.	Karen Allan	??	No contact details available	
Oktopost	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	Eyal Aviv	eyal@oktopost.com	
Oktopost	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	Eyal Aviv	eyal@oktopost.com	
OSV	1) salary data 2) FPS and EPS Submissions 3) P11D's	Payroll	1) Risk area: Benefits selector (excel) - held on email and Box folder 2) Monthly returns submissions made to HMRC 3) I'm not sure of the process at the moment at OSV will be processing these through Workday for us for the first time next year	Karen Allan	Michelle Craig	<a href="mailto:mcraig@onesourcevirtual.com">mcraig@onesourcevirtual.com</a>	
Pardot	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com	
Pardot	<b>Employees receiving internal newsletter:</b> Company email address Dietary requirements and survey responses (ad hoc)	Marketing / HR		Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com	
Pardot	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com	
Pardot	<b>Information from Email Campaign:</b> - name - company - email address - job title - company	Marketing		Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com	
Pardot	<b>Event Attendee information:</b> - name - email - company, position - previous company - dietary requirements - photos / videos from event - live streaming at event - cheat sheets (including project overviews and client names - distributed to NH attendees before an event)	Marketing		Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com	

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Royal London	Pension elections - name, address, DOB, NI number, start date, home and work email address, annual salary Salary sacrifice form - employee signature, basic salary, salary post pension contribution	Payroll	<ul style="list-style-type: none"> <li>- Auto-enrolment in Workday</li> <li>- Payroll access Royal London website and register employee</li> <li>- Generates letter to be sent from Royal London to employee - RL inform Payroll</li> <li>- Payroll update Workday</li> <li>- employee complete salary sacrifice form and attach in Workday (or emailed) - form is printed off with employee signature, basic salary, salary post pension contribution and held on file</li> <li>- Break down of monthly contributions uploaded to RL portal containing name, NI number salary contribution and saved on hard drive</li> <li>- When employee leaves update Royal London Portal and they will send out a letter to employee advising them on what happens to their pension next</li> </ul>	Karen Allan	??	phone: 0370 850 1991 Email: csteam3@royallondon.com	
Salesforce	<b>Existing Client Information from Client Sat Survey:</b> <ul style="list-style-type: none"> <li>- name</li> <li>- company</li> <li>- email address</li> <li>- job title</li> <li>- company</li> <li>- preferences</li> <li>-decision making authority</li> <li>-department, industry</li> <li>-opinion on North Highland</li> <li>-business objectives/goals (2014,2015,2016)</li> </ul>	Marketing		Rob Barnes	Brent Seymour	<a href="mailto:brent@seymourinsights.com">brent@seymourinsights.com</a>	
Salesforce	<b>Information from Email Campaign:</b> <ul style="list-style-type: none"> <li>- name</li> <li>- company</li> <li>- email address</li> <li>- job title</li> <li>- company</li> </ul>	Marketing		Rob Barnes	Will Johnson	<a href="mailto:w.johnson@salesforce.com">w.johnson@salesforce.com</a>	
Salesforce	<b>Event Attendee information:</b> <ul style="list-style-type: none"> <li>- name</li> <li>- email</li> <li>- company, position</li> <li>- previous company</li> <li>- dietary requirements</li> <li>- photos / videos from event</li> <li>- live streaming at event</li> <li>- cheat sheets (including project overviews and client names - distributed to NH attendees before an event)</li> </ul>	Marketing		Rob Barnes	Chris Derrick	<a href="mailto:cderrick@cvent.com">cderrick@cvent.com</a>	
Salesforce	All client info held on Salesforce	Marketing		Rob Barnes	Will Johnson	<a href="mailto:w.johnson@salesforce.com">w.johnson@salesforce.com</a>	

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Saracen	Expenses Supplier Invoices Benefit Selectors Old Qedis and North Highland Salary Information Customer Remittances Month End Files Bank Reconciliations EMI Share Options paperwork Customer Invoices Supplier Statements Pension Review Statements Benefit providers paperwork P11D's	Payroll	Need to keep the last 7 years' worth of documentation	Karen Allan			
Seymour Insights	<b>Existing Client Information from Client Sat Survey:</b> - name - company - email address - job title - company - preferences -decision making authority -department, industry -opinion on North Highland -business objectives/goals (2014,2015,2016)	Marketing		Lauren Smith	<a href="mailto:brent@seymourinsights.com">Brent Seymour</a> w: 816-584-1032 c: 832-654-6359 <a href="mailto:brent@seymourinsights.com">brent@seymourinsights.com</a>	email	
Sharepoint	<b>Employee Information on Proposal:</b> - name - email address - phone number - job title - address  <b>Client Contact for RFP Information:</b> - name - email address - phone number - job title - address  <b>References Information on Proposal:</b> - name - company - email address - phone number - job title - address	Marketing	This information isn't included for every request- dependent on ask/what the client contact provides in the solicitation document.	Please contact IT - Paul Falor			
Sitecore	<b>Respondent Information:</b> - name, - email address - phone number - job title, - department - company - address	Marketing		Scott Brown	Scott is currently out onPTO		

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Slack	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Please contact IT - Paul Falor			
Slack	<b>Employees &amp; Clients (where they have been invited to channels)</b> SSO (company email)	IT		Please contact IT - Paul Falor			
Slack	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Please contact IT - Paul Falor			
Social Chorus	<b>SSO:</b> office location which NH community they belong to, name links to social networks (consented to)	Marketing		Drew Hawkins	Heather Boeddeker	<a href="mailto:heather.boeddeker@socialchorus.com">heather.boeddeker@socialchorus.com</a>	
Social Media Sites	<b>Event Attendee information:</b> - name - email - company, position - previous company - dietary requirements - photos / videos from event - live streaming at event - cheat sheets (including project overviews and client names - distributed to NH attendees before an event)	Marketing		Drew Hawkins/Sam Nadolski	Listed by channel	Listed by channel	
Survey Monkey	<b>Employees receiving internal newsletter:</b> Company email address Dietary requirements and survey responses (ad hoc)	Marketing / HR		Matt Garrett	<a href="#">No account manager but this is how they outline their processes</a>	<a href="#">Policy</a>	
Swerdlin?	GESOP: Statements in spreadsheet	Payroll		US Treasury			
Tableplanner.com	<b>Employees &amp; Guests at Internal event:</b> - Employee Names	Marketing	Processing systems?	Claire Mander	N/A	N/A	Details deleted
Terminus	<b>Cookies:</b> IP address, web traffic info	Marketing		Drew Hawkins	Emily Epenshied	emily.epenshied@terminus.com	
Twitter	<b>Employees &amp; Guests at Internal event:</b> - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A	
Twitter	<b>Employees &amp; Client (Social)</b> - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A	
Twitter	<b>Cookies:</b> IP address, web traffic info	Marketing					
Wistia	Videos that feature employees and clients	Marketing		Claire Mander	N/A	<a href="https://wistia.com/support/contact?form=support">https://wistia.com/support/contact?form=support</a>	No contact as such, online support chat linked left.

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Workday	1) FPS and EPS Submissions 2) P11D's	Payroll	1) Monthly returns submissions made to HMRC 2) I'm not sure of the process at the moment at OSV will be processing these through Workday for us for the first time next year	US Office			
Youtube	Videos that feature employees and clients	Marketing		Drew Hawkins	Taylor Kuehl	tkuehl@google.com	
Verifile	Background checks for new joiners/specific clients or projects	People Team	Name, DOB, email address provided to verifile by people team. Verifile contact individual to ask for personal details and supporting docs to get the checks underway - passport, evidence of address (bills/bank statements/driving license), last 3 years of history (employment/education/activity). Verifile then store the responses/outputs of the checks.	Esther Edwards	Danika Daley	danika.daley@verifile.co.uk	
Survey Monkey	Exit Interview Data. Other ad-hoc surveys.	People Team	Rarely used now but used to record notes from exit interview discussions. People team interviewer uses survey monkey to make notes. Also used for ad hoc surveys/info gathering	Esther Edwards	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>	
Google Docs	Ad hoc surveys/data storage collection	People Team	Used for NH awards nominations (names and feedback).	Esther Edwards	no provider contact	<a href="mailto:esther.edwards@northhighland.com">esther.edwards@northhighland.com</a>	