3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method	
Bank of England	*bank account number* *Bank routing number*	*Payroll*	*this data is used to directly deposit TMs pay into their personal bank accounts*	*Bob Smythe*	*Harry Jones*	*email*	*NOTE: This is NOT real data. Is strictly here to provide an example of how to complete this worksheet.*
Arc (UK)	Photos Possible employee details	Marketing		Eden Ryder	Jason Dooley	jason@arc-cs.com	FYI We havent worked with this company for over a year.
Box	**Existing Client Information from Client Sat Survey:** - name - company - email address - job title - company - preferences -decision making authority -department, industry -opinion on North Highland -business objectives/goals (2014,2015,2016)	Marketing		Please contact IT - Paul Falor			
	Information from Email Campaign: - name - company - email address - job title - company	Marketing					
	Event Attendee information: - 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					

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method	
	Employee Information on Proposal: - name - email address - phone number - job title - address **Client Contact for RFP Information:** - name - email address - phone number - job title - address **References Information on Proposal:** - 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.				
	IP (The Big Idea)	Marketing					
	Videos that feature employees and clients	Marketing					
Creative Juice (US)	Photos Possible employee details	Marketing		Michael Carey	Octavia Gilmore <octavia@itscreativejuice.com>	email	Please note this contract was terminated in Aug 2017
Cvent	**Client event registration**: - name - email - company - job title	Marketing		Megan Copello / Gemma Ruggiero	Chris Derrick CDerrick@cvent.com		
	Event Attendee information: - 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					
	Employees & Guests at Internal event: - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?		Chris Cano	chris.cano@dotmailer.com	

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method	
Dotmailer	**Employees receiving internal newsletter:** Company email address Dietary requirements and survey responses (adhoc)	Marketing / HR		Claire Mander	Chris Cano	chris.cano@dotmailer.com	
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing			Chris Cano	chris.cano@dotmailer.com	
	Information from Email Campaign: - name - company - email address - job title - company	Marketing			Chris Cano	chris.cano@dotmailer.com	
Edelman (PR agency)	Award submissions with employee details (and sometimes client project details)	Marketing		Jennifer Marsh	Steve Behm steve.behm@edemna.com 1075 Peachtree St NE Ste 3100 Atlanta, GA 30309	email	have not worked with this company since 2016
Facebook	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A	
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A	
	Cookies: IP address, web traffic info	Marketing					
flicker	**The Hub:** 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, https://io.help.yahoo.com/contact/index?page=home&locale=en_US&y=PROD_ACCT
Google	**Cookies**: IP address, web traffic info	Marketing					
	The Hub: 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	

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
Hubspot	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?			
	Employees receiving internal newsletter: Company email address Dietary requirements and survey responses (adhoc)	Marketing / HR				
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing				
	Information from Email Campaign: - name - company - email address - job title - company	Marketing				
	Event Attendee information: - 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				
Instagram	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A
Ketchum (PR agency)	Award submissions with employee details (and sometimes client project details)	Marketing		Jennifer Marsh	Patrick Foarde patrick.foarde@ketchum.com	email
	Employees & Guests at Internal event: - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	Whitney McConney	wmcconney@linkedin.com

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
LinkedIn	**Employees & Client (Social)** - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	Whitney McConney	wmcconney@linkedin.com
	Cookies: IP address, web traffic info	Marketing				
	Linked in Profile Details	BD				
Mailchimp	**Information from Email Campaign:** - name - company - email address - job title - company	Marketing	Email campaigns made by consultants	Claire Mander	N/A	https://mailchimp.com/contact/?department=account&topic=login
Oktopost	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	Eyal Aviv	eyal@oktopost.com
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	Eyal Aviv	eyal@oktopost.com
Pardot	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Drew Hawkins	Matt Rodgers	m.rodgers@salesforce.com
	Employees receiving internal newsletter: Company email address Dietary requirements and survey responses (adhoc)	Marketing / HR			Matt Rodgers	m.rodgers@salesforce.com
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing			Matt Rodgers	m.rodgers@salesforce.com
	Information from Email Campaign: - name - company - email address - job title - company	Marketing			Matt Rodgers	m.rodgers@salesforce.com

No contact but left is the contact form

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
	Event Attendee information: - 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			Matt Rodgers	m.rodgers@salesforce.com
Poll EV	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?			
Salesforce	**Existing Client Information from Client Sat Survey:** - name - company - email address - job title - company - preferences -decision making authority -department, industry -opinion on North Highland -business objectives/goals (2014,2015,2016)	Marketing		Rob Barnes	Brent Seymour	brent@seymourinsights.com
	Information from Email Campaign: - name - company - email address - job title - company	Marketing			Will Johnson	w.johnson@salesforce.com
	Event Attendee information: - 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			Chris Derrick	cderrick@cvent.com
	All client info held on Salesforce	Marketing			Will Johnson	w.johnson@salesforce.com

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
Seymour Insights	**Existing Client Information from Client Sat Survey:** **-** 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	Brent Seymour w: 816-584-1032 c: 832-654-6359 brent@seymourinsights.com	email
Sharepoint	**Employee Information on Proposal:** **-** name - email address - phone number - job title - address **Client Contact for RFP Information:** - name - email address - phone number - job title - address **References Information on Proposal:** - 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	**Respondent Information:** **-** name, - email address - phone number - job title, - department - company - address	Marketing		Scott Brown	Scott is currently out onPTO	
	Employees & Guests at Internal event: - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?			

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method
Slack	**Employeees & Clients (where they have been invited to channels)** SSO (company email)	IT		Please contact IT - Paul Falor		
	Employees & Client (Social) - Photos - Videos - Personal updates (awards / job roles etc)	Marketing				
Social Chorus	**SSO:** office location which NH community they belong to, name links to social networks (consented to)	Marketing		Drew Hawkins	Heather Boeddeker	heather.boeddeker@socialchorus.com
Social Media Sites	**Event Attendee information:** - 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	**Employees receiving internal newsletter:** Company email address Dietary requirements and survey responses (adhoc)	Marketing / HR		Matt Garrett	No account manager but this is how they outline their processes	Policy
Tableplanner.com	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Claire Mander	N/A	N/A
terminus	**Cookies**: IP address, web traffic info	Marketing		Drew Hawkins	Emily Epenshied	emily.epenshied@terminus.com
Twitter	**Employees & Guests at Internal event:** - Photos - Videos Live survey results Dietary Requirements	Marketing	Processing systems?	Sam Nadolski	N/A	N/A
Twitter	**Employees & Client (Social)** - Photos - Videos - Personal updates (awards / job roles etc)	Marketing		Sam Nadolski	N/A	N/A
	Cookies: IP address, web traffic info	Marketing				

Details deleted

3rd party involved/ data is shared	Data we collect	Department	Notes	NH Owner	Contact @ 3rd Party	Preferred Communication method	
Wistia	Videos that feature employees and clients	Marketing		Claire Mander	N/A	https://wistia.com /support/contact? form=support	No contact as such, online support chat linked left.
Youtube	Videos that feature employees and clients	Marketing		Drew Hawkins	Taylor Kuehl	tkuehl@google.com	