DATA PROTECTION FILE INDEX

This document lists the records a UK limited company director should retain to demonstrate UK GDPR compliance.

ICO & Governance

- ICO Registration Certificate
- ICO Fee Payment Record
- Director GDPR Checklist
- Annual Review Notes

Policies

- Privacy Policy
- Cookie Policy
- Website Terms & Conditions
- Client Booking Terms
- Cancellation & Refund Policy
- Patch Test & Allergy Disclaimer
- At-Home Services Safety Policy
- In-Salon Services Policy
- Complaints Policy
- Accessibility Statement
- Company Information Page

Consent Records

- Photo & Marketing Consents
- WhatsApp Consent Records
- Marketing Opt-In Records

Data Processing Records

- Categories of Personal Data
- Lawful Basis Mapping
- Third-Party Processor List

Retention & Deletion

- Retention Schedule
- Deletion Logs

SARs & Rights Requests

- SAR Log
- Copies of Responses

Security & Breaches

- Security Measures Summary
- Breach Log (including nil incidents)

Special Category & Children's Data

• Patch Test Records
• Parental Consent Forms (if applicable)

Staff / Freelancers (if applicable)

• Confidentiality Agreements
• Data Protection Clauses

Training & Awareness

• ICO Guidance References
• Training Notes