Client related

Last updated by: QA Elin Lindblom
Date: 2023-08-14

How valuable is the information to Awave, and what level of protection is needed?

Explanation of classifications:			
A=serious	B=considerable	C=moderate	D=none or negligible

Source	Information /type	Media /Format /Availability	Classification	Owner	Archive, how long	Measure	Checked, by who and when	Thinning, when	Ev of cc /C int
GDPR-related *Agreements, etc*	• DPA's (Data Processing Agreement) • List of DPA's • Consent agreements	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams).	C	QA	Contract period + until further notice	Control and thinning according to annual schedule	Checked continuously by QA	Thinning continuously by QA	Made are a it's n The p DPA ensu prote perso after of the relati there up to respo perso decic happ henc indet archi
GDPR-related *Visitors*	Visitor's log	Microsoft Teams, Office channels	C	Office Assistants, Sthlm/Riga	3 months	Deleting any entries in the Teams channel older than 3 months	Done contionusly by office assistants.	Done contionusly by office assistants.	Hard to Ri
Support agreement	SLA's – Service Level Agreements	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams	B	CEO	Contract period + 7 years	Control and thinning according to annual schedule	Ongoing	To be done in 2022	2022 contr deleg 2023 any a left, a acco
Client agreement and confidentiality agreement (where applicable)	A-Ö	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams	B	CEO	Contract period + 7 years	Control and thinning according to annual schedule	Ongoing	To be done in 2022	2022 contr deleg 2023 any a left, a acco
Other agreement	• Subconsultants • Partners • Subcontractors • Terminated agreements (of above kind)	Original documents in binders in Stockholm office (in safe). All original documents digitized (Microsoft Teams	B	CEO	Contract period + 7 years	Control and thinning according to annual schedule	Ongoing	To be done in 2022	2022 contr deleg
Jira/Easy Redmine *Project/case management tool*	• Client information • Client information – to do (list of client activities) • Personnel information	Backup	B	Project manager for each project	Contract period	Controlled and thinned monthly by each responsible PM	Checked continuously by responsible PM's	Thinned continuously by responsible PM's	

Name	Content	Type		Class	Responsible	Retention				Disposal
NAS	• File storage client • File storage Awave	Backup		B	Respective document owner	Until further notice				2023... be p... remo... list, a... CIO...
Siteanalyser	Analysis data, client websites	Backup		B	CIO	Until further notice	Control and thinning according to annual schedule			2023... be p... remo... list, a... CIO...
Figma	• Client designs • Pilot studies • Guidelines	Backup		B	Tech Lead, Design Team	Until further notice	Continously controlled and thinned	Continously checked by Tech Lead from Design Team	Continously thinned by Tech Lead from Design Team	Infor... until ... since... of int...
Semrush	Tool for SEO, containing client information	Backup		C	CIO	Until further notice	Control and thinning according to annual schedule	Continously checked by responsible PM for each project	Continously tinned by responsible PM for each project	Cont... are p... agree... for fu... from ...
AHREF	Tool for SEO, containing client information	Backup		C	CIO	Until further notice	Control and thinning according to annual schedule	Continously checked by responsible PM for each project	Continously tinned by responsible PM for each project	Cont... are p... agree... for fu... from ...
Delta	• Advertising material for client • Statistic of advertising for client	Backup		D	CIO	Until further notice	Control and thinning according to annual schedule	Continously checked by responsible PM for each project	Continously tinned by responsible PM for each project	Cont... are p... agree... for fu... from ...
Gitlab	Programming codes developed for clients	Backup		B	CIO	Until further notice	Continously controlled and thinned	CIO annually	CIO annually	Infor... until ... since... of int...
Internal dev. and stage environment	• Programming code and databases developed for clients • Images and files uploaded by clients	Backup		B	CIO	Until further notice	Continously controlled and thinned	CIO monthly	CIO monthly	Infor... until ... since... of int...