

# Schedule 5 (Data Processing Information)

Sell more with less effort.

Last updated February 2023.

---

comgem®

# Schedule 5 (Data Processing Information)

---

## 1. Categories of data subject

- 1.1. Personal Data
- 1.2. Business Data
- 1.3. Transactional Data
- 1.4. Sensitive Data

## 2. Types of Personal Data

- 2.1. Name,
- 2.2. Preferred Name,
- 2.3. Salutation,
- 2.4. Job Title,
- 2.5. Gender,
- 2.6. Date of Birth,
- 2.7. Email,
- 2.8. Company Name,
- 2.9. Company Size,
- 2.10. Company Reg Number,
- 2.11. Company VAT Number,
- 2.12. Payment Terms,
- 2.13. Quotation Requests,
- 2.14. Pricing,
- 2.15. Sales Orders,
- 2.16. Invoices,
- 2.17. Business Address,
- 2.18. Home Address (if entered)
- 2.19. Product Usage

## 3. Types of Business Data

- 3.1. Employee Details
- 3.2. Business Addresses
- 3.3. Billing Addresses
- 3.4. Payment Terms
- 3.5. Business Structure
- 3.6. Business Pricing
- 3.7. Orders
- 3.8. Sales Invoices
- 3.9. Returns
- 3.10. Transactional History
- 3.11. Sales History
- 3.12. Product Usage

## 4. Transactional Data:

- 4.1. Sales Orders
- 4.2. Sales Returns

- 4.3. Sales Invoices
- 4.4. Sales Credits
- 4.5. Purchase Orders
- 4.6. Purchase Returns
- 4.7. Purchase Invoices
- 4.8. Purchase Credits

**5. Sensitive Data:**

- 5.1. Data of Birth of Data Subjects
- 5.2. Gender for Data Subjects
- 5.3. Credit limits
- 5.4. Account on hold data
- 5.5. Historical spend data
- 5.6. Bank Details (customer only – for display on invoices only)