

Processing Record

Supplement to Data Processing Agreement

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Personal Data in Microsoft Dynamics NAV/Business Central

Purpose

The purpose of this document is to provide an overview and classification of personal data in Microsoft Dynamics NAV/Business Central. The document provides only an overview of where personal data is stored as standard, and is not necessarily comprehensive. It is incumbent on the Data Controller to ensure a complete record is made, taking account of the Data Controller's specific use of Microsoft Dynamics NAV/Business Central.

In addition to the data in the software's data model, the Data Controller should give particular consideration to processing of documents and emails, as these can often contain both ordinary and confidential personal data.

Classification of Data

Personal data is classified either as personal data or as confidential personal data as per the Danish Data Protection Agency's definitions.

Personal data is defined as any form of information about an identified or identifiable natural person. Confidential data is defined as information about racial or ethnic background, political, religious or philosophical belief, trade union membership, health, sexual life, criminal record or significant social problems.

Customer Table

If you have private customers, or if you record details of contact persons at business customers, there will be personal data in the following fields of the customer table:

- Number
- Name
- Name 2
- Address
- Address 2
- Postcode
- City
- Country
- Telephone
- Email address
- Picture
- Contact person

By default, confidential data is not stored in the customer table.

Vendor Table

If you have private vendors, or if you record details of contact person at business vendors, there will be personal data in the following fields of the Vendor table:

- Number
- Name
- Name 2
- Address
- Address 2
- Postcode
- City
- Country
- Telephone
- Email address
- Picture
- Contact person

By default, confidential data is not stored in the Vendor table.

Contact Table

This key table contains details of clients, projects, partners, employees etc. The table is very likely to contain personal data in the following fields:

- Number
- Name
- Name 2
- Address
- Address 2
- Postcode
- City
- Country
- Telephone
- Email address
- Picture
- Contact person
- Civil Registration Number

By default, confidential data is not stored in the contact table.

Employee Table

This table always contains personal data. By default, personal data is stored in the following fields:

- Number

- Initials
- Name
- Name 2
- Address
- Address 2
- Postcode
- City
- Country
- Telephone
- Email address
- Picture
- CPR number

Confidential data is not stored by default, but the Data Controller should check whether confidential data is recorded in other fields of this table.

Resource Table

This table always contains personal data. By default, personal data is stored in the following fields:

- Number
- Initials
- Name
- Name 2
- Address
- Address 2
- Postcode
- City
- Country
- Telephone
- Email address
- Picture

By default, confidential information is not stored in this table.

Variable-Content Tables

As a Data Controller, one must pay particular attention to the use of the tables below, as they can often contain both ordinary and confidential personal data.

- Contact Profile Answer
- Contact Mailing Group
- Contact Industry Group
- Contact Comments
- Contact Entries