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# Small business owners and sole traders report

31 July 2023

## Overall rating

## Your overall rating was green.

* 9: Yes
* 0: No
* 0: In part

## GREEN: in place

### Do you have a record of what personal data you hold? Do you know what you use it for?

### Do people know you have their personal data and understand how you use it?

### Do you only collect the personal data you need?

### Do you only keep personal data for as long as it is needed?

### Do you keep personal data accurate and up to date?

### Do you keep personal data secure?

### Do you have a way for people to exercise their rights regarding the personal data you hold about them?

### Do you and your staff (if you have any) know your data protection responsibilities?

### Do you know if you are obliged to pay a data protection fee?

Thank you for using the small business owners and sole traders checklist. [Let us know what you think by completing our short survey.](https://wh.snapsurveys.com/s.asp?k=154219971923)

If you have an problem downloading the report into a word document [please let us know](mailto:websitefeedback@ico.org.uk).