Vendor	Product	Purpose	Category/Data Types	Custodian	Data Collection Frequency	Data Update Frequency
Microsoft	Office 365	Office documents	MS Word, Excel, PowerPoint	Executive Assistant	Daily	Daily
Google Smart Sheets	Excel Spreadsheet	Transmission log	Document transmission log	Executive Director	Weekly	Weekly
Google Calendar	Calendar	Shared Office Calendar	Appointments, events	Executive Assistant	Daily	Daily
QuickBooks Pro	Accounting software	Accounting Software	Financial	Bookkeeper, accountant	Daily	Daily
Streamline	Website vendor	Website Hosting	Typical Website	Streamline	Daily	Daily
Carbonite	Computer back-up	Computer back-up	All files and documents	Carbonite	Hourly	Hourly