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GDPR004 Organise

**GDPR Toolkit Audit:**

Introduction:

This form is part four of four steps that may be taken to successfully audit the personal data in your organisation, in order to prepare for compliance with the General Data Protection Regulation.

For further guidance on this topic, do refer to the appropriate pages on our HR portal.

How to generate your form:

Throughout the form, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional information/tables.

Key:

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| INFORMATION  This icon demonstrates the text is for information only. | ACTION  This icon means you may wish to make an amendment to the text. | OPTIONAL  This icon means the advice provided is optional. | WARNING  This icon means the text is important. Please take note of the advice. |

Any text you find highlighted should be amended to suit your customisations and/or removed from the document.

Customising your form:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click M*odify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run though this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page.**

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| **Explanatory note**  Use this form to start thinking about the factors that will impact how it may be best to organise personal data in your organisation. Think about each source that will be stored separately in turn. | | | | | | | |
| **Data type**  eg personnel files, CVs, disciplinary records, DBS checks | | | | | | | |
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| <Optional: Include if it is likely that any automated processing may occur.>  <Note: The warning icon signifies the content points to a legal requirement.>  **Automated processing**  Any automatic decision making based solely on automated profiling which produces significant affects to the data subject. | | | | | | | |
| No | Yes | If yes, select all the lawful justifications that apply. At least one **must** apply | | | | | |
| Authorised by a law | | To prepare or perform a legal contract | | Explicit consent from the data subject (in accordance with current data protection law) | |
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| **Requires access** | | | | | **Non-essential access** | | |
| Name/job title | | | Access enabled | | Name or position | | Access disabled |
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| **Storage – geographical location**  <Amend to locations your staff may operate in:>eg USA, China, Swansea, office, home | | | | | | | |
| **text>** | | | | | | | |
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| **Storage – hardware and software**  eg cloud storage, USB, laptop, mobile, filing cabinets | | | | | | | |
| **text>** | | | | | | | |
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| **Storage – structure**  eg the method by which files are organised, named, catalogued etc. |
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| **Storage – format**  Data must be accessible in a common format. List the format eg pdf, excel spreadsheet etc. |
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| <Optional: You may track data in terms of classifications which you would need to define eg level of security, sensitivity, shared externally.>  **Classification**  <Amend to suit classification levels:>eg high/low, internal/external> |
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| **Updating**  Describe how the personal data will be kept up to date, with regard to the purpose for which it was collected. |
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| **Removal and destruction**  Consider the most secure way the data may be destroyed. Does this affect the method of storage? |
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| **Other considerations** |
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Checklist

Upon completion of customisations please ensure you have:

* customised all relevant text and removed pink highlighted text
* removed all icons
* diarised a reminder to review and update the form
* removed the front cover (see instructions on front cover)
* removed this checklist!