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GDPR002 Where your data might be

**GDPR Toolkit Audit:**

Introduction:

This form is part two 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 consider in detail, how your personal data is currently stored. This will help you to identify areas of non-compliance that will need to be adapted. | | | | | | | | |
| Sources of Data  eg personnel files, CVs, disciplinary records, DBS checks | Location(s)  eg USA, China, Swansea, office, homes | Data Storage  eg cloud storage, USB, laptop, mobile, filing cabinets | Organised  is it in a standard format and stored logically in a way which avoids duplications | Requires Access  identify who must have access to perform their duties | Non-Essential Access  who has access but does not require it regularly | Retention Period  how long you are currently keeping this data for | Destruction  how you currently remove and destroy the data | Data Security  measures in place. e.g. data encryption, locked cupboards, passwords |
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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!