GDPR - Let’s get started

When you begin your GDPR journey, it’s useful to do a data audit to see what data you have, and what you may have to consider. Here are some areas you might like to look at:

**What data do we collect?**

(Name, email address, social media posts, location, IP address, Cookies - this can be electronic or paper)

**Where do we store the data?**

(Emails, documents, databases, backups, email lists, filing cabinet)

**How do we protect and document the data we have?**

(Passwords, limited access, databases, locked cabinet)

**How long do we plan to keep the data for?**

(Three Years, Five Years etc…)

**Do we have a function/ reason for every piece of data we collect?**

(Name: customer service and booking, Contact Number: contact if query on a room booking)

**What is the process if someone asks to be removed from our records?**

(Whose responsibility, what records needs to be checked etc...)

Once you have answered all these questions you can add each set of data to this table to formally store:

|  |  |
| --- | --- |
| Data Audit Form Asset Detail | |
| Type of Data |  |
| Description of data |  |
| Employee responsible |  |
| Date of consent to hold data |  |
| Where the data is stored |  |
| Source of the data |  |
| Purpose of the data |  |
| How the data is protected in its storage |  |
| Usage restrictions |  |
| Usage rights |  |
| Usage frequency |  |
| Retention period |  |
| Comments |  |