|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TYPE OF PERSONAL DATA** | **IS THIS 'SPECIAL CATEGORY' PERSONAL DATA OR CRIMINAL CONVICTIONS?** | **SOURCE OF PERSONAL DATA** | **IS INDIVIDUAL AWARE YOU HOLD THEIR DATA, AND WHY?** | **LEGAL BASIS FOR HOLDING DATA / HAS THE INDIVIDUAL GIVEN INFORMED CONSENT?** | **WHAT DO YOU DO WITH THE DATA?****AND – WHAT MIGHT YOU WANT TO USE DATA FOR?** | **DO YOU SHARE DATA WITH ANYONE ELSE?** | **HOW IS DATA HELD?** | **IS DATA EVER ARCHIVED / DESTROYED – AD HOC / ROUTINELY?** | **IS DATA EVER TRANSFERRED / USED OUTSIDE UK/EU?** | **ANY SPECIFIC CONCERNS?** |
| *Populate this column with categories held by relevant team or department*  | *This is more sensitive data, such as race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.* | *Who did you get it from, and how? (Often it will be the individual him/herself, but not always)* | *And, if so, how? Most obviously privacy policies, coaching or employment contracts, data collection forms / consent forms etc.* | *Did you obtain specific informed consent? If so how? (attach any form / contract) If not, how was the individual told what you are doing with their data?(attach privacy policy wording)* | *Conduct an audit of personal data use and purposes. Compare what data is used for, or might be in the future, to what people are told (see previous column). Do you need it all?* | *For example: contractor, consultant, cloud IT provider (under contract? Attach this contract to assess it for compliance). Also may be sharing data with volunteers, other bodies or federations, family members* | *Paper-based filing / lock-and-key; email folders; intranet; electronic management systems; working from home; mobile devices. Any data security concerns – or past breaches?* | *For example, what happens to emails after a set period; do you have a retention of records policy; what about incident reports? How long needed?* | *For example, if staff work from around the world or for cloud storage purposes. May need legal safeguards e.g 'Model Clauses'* | *Any thoughts / concerns / questions not covered by other columns – or areas of particular risk.* |
| ***Employee / permanent staff personal details****, including details of pay / remuneration and basic / contact information for family members**[set a little about what this consists of]* |  |  |  |  |  |  |  |  |  |  |
| **Club member details** |  |  |  |  |  |  |  |  |  |  |
| **Non-member player details** |  |  |  |  |  |  |  |  |  |  |
| **Volunteers** |  |  |  |  |  |  |  |  |  |  |
| ***[Other categories of personal data?]*** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**GDPR Data Audit Template**

Please note: this is a suggestion for conducting a preliminary personal data audit and not a full compliance kit for the General Data Protection Regulation.