



GDPR05 V1: WAF-E&W DATA AUDIT

GDPR Audit dated ___/___/___

Review all databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Ref No	Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
1	<i>Example: Gift Aid Declarations</i>	<i>For claiming Gift Aid</i>	<i>Legal obligation</i>	<i>Held by Gift Aid Officer. Also accessed by treasurer</i>	<i>Paper declarations kept in a filing cabinet. Spreadsheet on PC.</i>	<i>Six complete calendar years after last gift claimed on the declaration</i>	<i>Yes</i>	<i>Password protect the spreadsheet</i>

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Actions

Ref No	Action	Responsible Person	STATUS (OPEN / CLOSED)	DATE CLOSED

Audited by:

Name(print) Signature Date.....

Checked By

Name(print) Signature Date.....