**HR data audit form (GDPR compliant)**

The following pieces of information should be recorded for each category of personal data processed.

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| **This data audit relates to the following category of personal data:**  ***[insert category eg payroll records]*** | |
| What is the purpose for processing the data? |  |
| What category of person does the data relate to? | *[eg job applicant/employee/employee’s family member]* |
| What is the lawful basis for processing the data? |  |
| What is the source of the data? |  |
| What date was the data collected? |  |
| Where is the data stored? |  |
| How long is the data retained for? |  |
| Was a privacy notice issued? |  |
| Does a privacy notice need to be re-issued? |  |
| Has the employee been made aware of their rights in relation to this data ie erasure, rectification, restriction, objection? |  |
| Does the data fall into the “special categories” definition? |  |
| Does the data relate to criminal convictions? |  |
| Does the data involve automated decision making? |  |
| Who is responsible for ensuring accuracy of data? |  |
| Who has access to the data? |  |
| Are security controls in place to restrict access to this data? What are they? |  |
| Is the data shared with anyone outside of the organisation? If so, who? | *[eg Banks/HMRC]* |
| Is the data shared with anyone outside of the EEA? If so, which countries is the data transferred to? |  |
| How is the data destroyed when it is at the end of the retention period? |  |
| What current policies apply to the data in question? |  |
| Are these policies up to date? |  |