

## 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)

### **Where do we store the data?**

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

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

(Passwords, limited access, databases)

### **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, Contact Number:contact if show is cancelled)

### **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	
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	

**Note:** This is intended to provide an overview of GDPR and is not a definitive statement of the law.