

# Example Scouts Data Audit

## Getting ready for GDPR

Review all your 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.

WHAT			WHY	WHO	WHERE	WHEN		
Description	Detail Personal information held	Basis for consent?	Why is the data held and what is it used for	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
<i>Example: Gift Aid Declarations</i>	<i>Names, Address, email address, phone number</i>	<i>Consent given by completion of declaration</i>	<i>Details held to Inform HM Gov for claiming Gift Aid</i>	<i>Held by Section leader, also accessed by treasurer</i>	<i>On paper, kept in a filing cabinet</i>	<i>Six complete calendar years after last gift claimed on the declaration</i>	<i>No.</i>	<i>Ensure old forms are destroyed after 6 years</i>

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