Organisation name

Personal data captured and managed by …

DATA PROTECTION / GDPR

**GDPR Personal Data Audit & Mapping: -**

# Our sources of personal data:

# What personal information we gather under each heading:

# Purpose for collecting / storing personal data:

# Consent:

# How long do we retain consents?

#

#

# Where are we storing personal data?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Data Item** | **Salesforce** | **Paper record** | **Computer record stored on SharePoint**  | **Computer record stored on PCs** | **Computer record accessible on Laptops** | **Computer record accessible on Phones** |
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#

# Who can access the stored data?

# Outlook contacts

# Emails