

GDPR Data Audit

TYPE OF PERSONAL DATA	IS THIS 'SPECIAL CATEGORY' PERSONAL DATA OR CRIMINAL CONVICTIONS?	SOURCE OF PERSONAL DATA	IS INDIVIDUAL AWARE YOU HOLD THEIR DATA, AND WHY?	LEGAL BASIS FOR HOLDING DATA / HAS THE INDIVIDUAL GIVEN INFORMED CONSENT?	WHAT DO YOU DO WITH THE DATA? AND – WHAT MIGHT YOU WANT TO USE DATA FOR?	DO YOU SHARE DATA WITH ANYONE ELSE?	HOW IS DATA HELD?	IS DATA EVER ARCHIVED / DESTROYED – AD HOC / ROUTINELY?	IS DATA EVER TRANSFERRED / USED OUTSIDE UK/EU?	ANY SPECIFIC CONCERNS?
<i>Selby Tennis Club</i>	<i>This is more sensitive data, such as race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation.</i>	<i>Who did you get it from, and how? (Often it will be the individual him/herself, but not always)</i>	<i>And, if so, how? Most obviously privacy policies, coaching or employment contracts, data collection forms / consent forms etc.</i>	<i>Did you obtain specific informed consent? If so how? (attach any form / contract) If not, how was the individual told what you are doing with their data?(attach privacy policy wording)</i>	<i>Conduct an audit of personal data use and purposes. Compare what data is used for, or might be in the future, to what people are told (see previous column). Do you need it all?</i>	<i>For example: contractor, consultant, cloud IT provider (under contract? Attach this contract to assess it for compliance). Also may be sharing data with volunteers, other bodies or federations, family members</i>	<i>Paper-based filing / lock-and-key; email folders; intranet; electronic management systems; working from home; mobile devices. Any data security concerns – or past breaches?</i>	<i>For example, what happens to emails after a set period; do you have a retention of records policy; what about incident reports? How long needed?</i>	<i>For example, if staff work from around the world or for cloud storage purposes. May need legal safeguards e.g 'Model Clauses'</i>	<i>Any thoughts / concerns / questions not covered by other columns – or areas of particular risk.</i>
Employee / permanent staff personal details, including details of pay / remuneration and basic / contact information for family members <i>[set a little about what this consists of]</i>	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff	Not Applicable as there are no employees or staff
Club member details	Not Applicable	Obtained from each member or parent/guardian for junior members	Individuals all fill in an application form when joining the club. Membership is on an annual basis and	Form filled in by all applicants. Privacy Policy sent to members	Personal data used to allow Club Secretary to contact members regarding subs due and events. Club coach uses data to inform members of coaching places availability and costs.	The data will not be shared with third parties.	Paper copies are held for six months locked away at Secretary's house. Email and telephone data is held on an encrypted excel file on the secretary's lap top and email data is held on the club's gmail account which is pass word protected.	The paper copies will be destroyed on a rolling six monthly basis. For most members this will mean October.	Not Applicable	Not Applicable
Non-member player details	Not Applicable	Non members end details when booking a court but will be deleted once the booking has expired.	The non-member will be informed that their data will be deleted once they have played.	Not applicable as their data will not be held.	The data is used to make sure the visitors do not abuse the facilities.	The data will not be shared with anyone else.	Data is only held briefly on club gmail account	Data not archived	Not Applicable	Not Applicable
Volunteers	Not Applicable	All volunteers are members	Individuals all fill in an application form when joining the club. Membership is on an annual basis and	Form filled in by all applicants. Privacy Policy sent to members	Personal data used to allow Club Secretary to contact members regarding subs due and events. Club coach uses data to inform members of coaching places availability and costs.	The data will not be shared with third parties.	Paper copies are held for six months locked away at Secretary's house. Email and telephone data is held on an encrypted excel file on the secretary's lap top and email data is held on the club's gmail account which is pass word protected.	The paper copies will be destroyed on a rolling six monthly basis. For most members this will mean October.	Not Applicable	Not Applicable