Model Yacht Club sample DATA AUDIT

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. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, contract etc.)	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
Example: *Membership application form*	*Processing club membership and MYA membership*	processing is necessary for membership contract	*Membership secretary PC and Held on MYA membership system, access by club admin and MYA.*	*MYA membership system encrypted and password protected. Hard copies stored in filling cabinet*	*Five complete calendar years from membership lapsing*	*Yes*	*Password protect the spreadsheets where appropriate*