

GDPR Information Audit Document

Process

Document the processes for each of the activities within the club to identify potential GDPR vulnerability.

People

| | |
|---|--|
| Do individuals use other peoples' passwords? | |
| Are passwords changed often? | |
| Do passwords contain upper case, lower case, numbers and symbols? | |
| Ensure passwords are not DOB or 12345 etc. | |
| How are files accessed during sickness and holiday cover? | |

Technology

| | |
|--|--|
| What systems are used in the department? | |
| Who controls and maintains these? | |
| What remote access do you have into your systems? | |
| Who has a laptop within the department? | |
| Are all computers kept up to date with the latest updates? | |

Data

| | |
|--|--|
| How is data sourced? | |
| View and review the opt in procedure | |
| What privacy notices are associated with the data collection? <ul style="list-style-type: none">- Need to inform who you are and how you intend to use their data- Your lawful basis for processing (in the interest in the person supplying the data (membership, competitions, compliance)- Your data retention periods- Individuals have a right to complain to ICO if they think there's a problem- Needs to be in concise, easy to understand and clear language- Their right to be informed if reason for use changes- Right of access to the data | |

| | |
|--|--|
| <ul style="list-style-type: none"> - Right to rectify data - Right to erase data - Right to restrict processing - Right to data portability - Right to object - Right not to be subject to automated decision-making including profiling - Right to have the data requested free of charge - Confirmation that you will comply within one month of the request | |
| What data do you hold? | |
| Where does it come from? | |
| Who do you share it with? | |
| Where is data stored? | |
| Who has access? | |
| Do all those with access need access? | |
| What security is there around accessing the data? | |