

Data Protection Audit

	Your name	
	Name of data (optional)	
1.	Data controller	
2.	What personal data are you keeping	
3.	Why?	
4.	What details do you record?	
5.	Where is it kept?	
6.	Is the data accessible outside the building? How?	
7.	How do you obtain the data?	
	Space to record the legal form of consent relied on: you do not need to complete this	<ul style="list-style-type: none"> • Consent – freely given, can be withheld without detriment • Necessary to fulfil contract • Legal obligation • Legitimate interest – needed for performance of main business • Needed to protect vital interests • Legal power/ public function
8.	Who deletes the data? When and how?	
	<i>Special cases</i>	
9.	Do you keep records of children?	
10.	Are these records of vulnerable adults (those with learning difficulties or mental health difficulties)	
11.	Is the data transferred to another organisation	
12.	Is the data transferred outside the country?	