

**Appendix D - Data Process Record**

**Admin**

**Service:**

**Process:**

**Purpose of data collection/processing:**

**Data Collection**

**What information are we collecting?**

**Does any of this data relate to children?**

**Volume of customer data:**

**How are we collecting the information?**

**What is the frequency of collection?**

**What type of personal data is it? (Personal/Sensitive)**

**What is the approximate split of data types?**

**Storing, Accessing, and Deleting**

**Where is the information stored?**

**Who has access to the information?**

**How easy is it to access the information?**

**What security measures are in place to protect the information/restrict access?**

**What is the process of accessing the information?**

**How long show we be holding the data for [Retention]?**

**What is the current process for deletion?**

**Data Sharing**

**Who is the likely recipient of the data [Who do we share it with]?**

**What are the processes for sharing data?**

**Do we publish the data?**

**Do we collect data from elsewhere (internal/external)?**

**Do other departments collect data that would enhance this process?**

**Do we transfer the data to a third country?**

**GDPR Checks – Admin review by Auditor**

**Can we deliver the service without the data?**

**Is the request for data lawful under GDPR?**

<p><b>Is the data used for automated decision making?</b></p> <p><b>Do you Undertake any profiling?</b></p> <p><b>Is consent required?</b></p> <p><b>Does a private notice exist? If no, is one required?</b></p>
<b>Date:</b>
<b>Auditor:</b>
<b>Auditee:</b>

<b>Audit and Action plan agreed</b>	<b>Name and Signature</b>	<b>Date</b>
<b>Auditor</b>		
<b>Service Manager</b>		
<b>Data Protection Officer</b>		

**Improvement Action Plan**

<b>Process</b>	<b>Audit Area</b>	<b>Area of improvement</b>	<b>Activities</b>	<b>Responsible officer</b>	<b>Deadline</b>