General Data Protection Regulation (GDPR) Internal Questionnaire

You and your organisation need to understand what personal data is held, how it is kept and used and who has access to it in order to draw up suitable policies and procedures to ensure you comply with the law.

Personal data is anything by which a living individual can be identified and includes things like, name, address, telephone number, email address and date of birth.

Consent will be required for all uses of personal data from 25th May 2018.

Please complete the questionnaire below by dd/mm/yyyy.

Please ensure that this form is signed by the Head of Organisation.

Organisation’s website:

Organisation’s generic email address:

# **Organisation Details**

Organisation Name:

Organisation Location/s:

Organisation Head (Name and contact points):

Organisation Controller (Name and contact points):

Organisation Processor (Name and contact points):

# **Employees**

How many employees do you have?

Full time:

Part time:

What personal information do you hold about your employees?

Please tick all those that are relevant. Please note that you do not need the actual information for this document, only an indication if you hold this type of personal data.

* Full Name
* Address
* Home Telephone
* Mobile Telephone
* Email Address
* Date of Birth
* Passport of ID Document Number
* Bank Details
* National Insurance Number
* Next of Kin Details
* Job Title
* Start Date
* Copy of Contract
* Other (please specify)

How do you store this information?

Please tick all that apply

* Paper Records
* Organisation’s Computer Records
* Other electronic devices (please specify)

Within the Organisation who has access to this information and how is it kept?

Please tick all that apply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Paper File | Organisation PC | Organisation Laptop/Tablet | Personal PC | Personal Laptop/Tablet | Mobile Phone |
| Organisation Head |  |  |  |  |  |  |
| Full/Part Time Employees |  |  |  |  |  |  |
| Stakeholders |  |  |  |  |  |  |
| Others/Bank |  |  |  |  |  |  |

# **Stakeholders**

Please remember that ‘Stakeholders’ can cover a very wide range of people

Do you have any Stakeholders? Y/N

How many Stakeholders do you have?

What personal information do you hold about your Stakeholders?

Please tick all that apply.

* Full Name
* Address
* Home Telephone
* Mobile Telephone
* Email Address
* Stakeholder’s Role
* Other

How do you store this information?

Please tick all that apply

* Paper Records
* Organisation’s Computer Records
* Other electronic devices

Within the Organisation who has access to this information and how is it kept?

Please tick all that apply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Paper File | Organisation PC | Organisation Laptop/Tablet | Personal PC | Personal Laptop/Tablet | Mobile Phone |
| Organisation Head |  |  |  |  |  |  |
| Full/Part Time Employees |  |  |  |  |  |  |
| Stakeholders |  |  |  |  |  |  |
| Others/Bank |  |  |  |  |  |  |

# **Clients/Service Users**

What personal information do you hold about your clients/service users?

Please tick all that apply.

* Full Name
* Address
* Home Telephone
* Mobile Telephone
* Email Address
* Date of Birth
* Marital Status
* Spouse Name
* Children Details
* Health Details
* Bank Details
* Photographs
* Personal Notes
* Other

How do you store this information?

Please tick all that apply

* Paper Records
* Organisation’s Computer Records
* Other electronic devices

Within the Organisation who has access to this information and how is it kept?

Please tick all that apply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Paper File | Organisation PC | Organisation Laptop/Tablet | Personal PC | Personal Laptop/Tablet | Mobile Phone |
| Organisation Head |  |  |  |  |  |  |
| Full/Part Time Employees |  |  |  |  |  |  |
| Stakeholders |  |  |  |  |  |  |
| Others/Bank |  |  |  |  |  |  |

# **Others**

Is there anyone else associated with the organisation about whom you hold personal information?

This might include anyone who is self-employed, any suppliers (if individuals rather than companies), anyone who is supporting the organisation. Please tick all that apply.

* Full Name
* Address
* Home Telephone
* Mobile Telephone
* Email Address
* Date of Birth
* Relationship with Organisation
* Bank Details
* Personal Notes
* Other

How do you store this information?

Please tick all that apply

* Paper Records
* Organisation’s Computer Records
* Other electronic devices

Within the Organisation who has access to this information and how is it kept?

Please tick all that apply

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Paper File | Organisation PC | Organisation Laptop/Tablet | Personal PC | Personal Laptop/Tablet | Mobile Phone |
| Organisation Head |  |  |  |  |  |  |
| Full/Part Time Employees |  |  |  |  |  |  |
| Stakeholders |  |  |  |  |  |  |
| Others/Bank |  |  |  |  |  |  |

If personal data is taken from the Organisation electronically to be used at home how is the data transferred – e.g. via email, attachment to social media, data stick or other storage device – and who authorises this?

Please list all methods/authorisers:

For hard copy documents are photocopies made or are the original files released? In either case, who authorises this?

Where do you store paper based records? Who has authorised access to them?

**To sign off the questionnaire:**

Full Name of Organisation Head:

Date:

Data Protection Officer (if you have appointed one) full name:

Date: