LOUTH FILM CLUB

GDPR data inventory

Date completed/reviewed:

Completed by:

Under the new principle of data accountability, clubs need to be able to demonstrate their compliance with the GDPR. This requires you to maintain records of what personal data your club holds, who has access to it and how it is securely stored. Completing this table is not a legal requirement but it is designed to be a useful tool to help pull together your club's privacy notice, to consider whether your current practices are secure and to put in place actions to improve your processes. You may wish to retain this document for reference and evidence of due diligence and review it on an annual basis.

Type of personal data	Location of data	Who has access to the data	Level of security	Data retention period
Eg. Members details, email newsletter recipients (include details of what personal data is stored)	*Eg. Paper records, computer database or spreadsheet, Mailchimp email distribution or website booking systems, etc)*	*Eg. Club secretary, club web developer*	*Eg. Password-protected computer, encrypted documents, locked filing cabinet*	*Eg. Three years after relationship ends (cancellation of membership)*