

Why?

List all of the different reasons for processing personal data.

Reasons for processing

Whose?

For EACH reason Why, list all of the different types of people whose personal data you are processing.

Reason for processing	

What?

For EACH reason Why, list all of the different types of personal data you are processing, what the source was and what was the legal basis used when gathering the personal data

Reason for processing		
Type of Personal Data	Source of the data	Legal basis for processing

When?

For EACH reason Why, list when you obtained the data, updated the data, if you made disclosures and what is the retention period for this data.

Reason for processing	
When is Personal Data obtained/Updated Could be multiple occasions	
1.	
2.	
n.	
Retention Period	
How long	
What determines how long	

Where?

For EACH reason Why, list where the data is stored and processed.

Reason for processing	
Paper based records location	
Digital records location	
Digital records format(s)	
Applications/Services used	