Data Audit Sample

Why	Who	What			When				Where
		Type	Source	Legal Basis	Originally	Updated	Retention Period	Determined by	
Staff Administration	Current Staff member	Name	Individual	Contract	Appointment	As Required	7 Years	Employment law	Manual records held by HR
		Address	"	"	"	"	"	"	"
		Tel. Number	"	"	"	"	"	"	"
		Mobile	"	"	"	"	"	"	"
		PPS Number	"	"	"	?	"	"	"
		References	3rd Party	"	Pre-Appointment	No	?	Need to check	"
		Garda Vetting	"	"	"	As Required???	?	"	"
		Work permit	3rd Party/ individual	"	"	?	7 Years	Employment law	"
		Annual Appraisals	Individual	Legitimate Interests Staff Management	Annually	Regularly	?	Need to check	Electronic records held by HR
		Bank account	"	Contract	Appointment	As Required	?	"	Electronic records held by HR & Payroll
		Pension details	"	"	"	"	?	"	"
	Emergerncy Contact	Name	"	Vital Interests	"	"	When staff leaves	No requirement	Manual records held by HR
		Contact details	"	"	"	"	"	"	"
Direct Marketing	Existing Customers	Name	Individual	Consent	Contract signing	As required	End of relationship unless they consent to further contact	GDPR	Marketing department system
		Address	"	"	"	"	"	"	"
		e-mail	"	"	"	"	"	"	"
		Tel. Number	"	"	"	"	"	"	"
		Mobile	"	"	"	"	"	"	"
	Former Customers	Name	Individual	Consent	Contract signing	?	2 years or consent withdrawn	Best practice	Marketing department system
		Address	"	"	"		"	"	"
		e-mail	"	"	"		"	"	"
		Tel. Number	"	"	"		"	"	"
		Mobile	"	"	"		"	"	"
	Potential Customers	Name	3rd Party/ Individual/ Web search	Not sure - find out?	Don't know	?	?	?	Marketing department pipeline system
		e-mail	"	"	"	"	"	"	"