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GDPR003 Get rid of what you don’t need

**GDPR Toolkit Audit:**

Introduction:

This form is part three of four steps that may be taken to successfully audit the personal data in your organisation, in order to prepare for compliance with the General Data Protection Regulation.

For further guidance on this topic, do refer to the appropriate pages on our HR portal.

How to generate your form:

Throughout the form, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional information/tables.

Key:

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| INFORMATION  This icon demonstrates the text is for information only. | ACTION  This icon means you may wish to make an amendment to the text. | OPTIONAL  This icon means the advice provided is optional. | WARNING  This icon means the text is important. Please take note of the advice. |

Any text you find highlighted should be amended to suit your customisations and/or removed from the document.

Customising your form:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click M*odify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run though this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page**

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| **Tracker – explanatory note**  Once GDPK002 is completed, this form should be issued. Use this table to record who is responsible for completing a copy of the form on the following page. Note the date of issue, agree a completion date and track the ones that have been returned. |



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| **Tracker** | | | |
| Job title/name | GDPK003 issued | GDPK003 deadline | GDPK003 returned for review |
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| **Explanatory note**  To adhere to the GDPR principle of minimisation, you should remove and destroy all documents containing personal data that are no longer required for the purpose. Remove any personal data that is not necessary; or remove duplications (only keep copies that can be justified); and/or anonymise or pseudonymise where possible. |



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| Sources of data  eg personnel files, CVs, disciplinary records, DBS checks | Removing data  Documents and records containing personal data must be kept to a minimum. Select the steps (A-D) which could be applied. | | | | Justification  Brief description to explain why the step chosen is appropriate. | Course of action agreed  Return the form for sign off. | Actioned securely  Once approved, carry out the agreed steps. Insert date of completion. |
| A) Removed | B) Removed  duplications | C) Anonymised or Pseudonymised | D) Retained |
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Checklist

Upon completion of customisations please ensure you have:

* customised all relevant text and removed pink highlighted text
* removed all icons
* diarised a reminder to review and update the form
* removed the front cover (see instructions on front cover)
* removed this checklist!