

Data Audit Checklist

	QUESTION	FURTHER POINTS TO CONSIDER IN ANSWERING THE QUESTION	ANSWER
1	What data does your business hold?	Is the data: <ul style="list-style-type: none"> • Personal data; • Special category data (sensitive personal data); • Personal data belonging to under 13 year olds? 	
2	Why does your business hold that data?	Consider: <ul style="list-style-type: none"> • What your business does with the data? (Refer also to question 6 on this point.) • Can you demonstrate how the data is used? 	
3	How did your business obtain that data?	<ul style="list-style-type: none"> • Determine the methods used (including online and offline) to collect the data. (These may include online forms on your business website, third parties or telephone marketing.) • Did your business make its privacy policy available when it collected the data? 	
4	When did your business collect that data?	Can the date of collection of the data be identified?	
5	In general, who within your business is responsible for the data identified at 1 above?	Consider: <ul style="list-style-type: none"> • How is that person responsible for the data? • Do they manage the privacy policies and any data processing agreements that your business enters into? 	
6	What does your business do with the data?	Consider: <ul style="list-style-type: none"> • How your business processed the data? • Does your business send the data to third parties for any reason? • Can your business readily identify the reasons why it needs the data? 	

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