**SI St Albans and District Data Audit Form**

**Club Data Protection Audit Form - Members**

|  |  |
| --- | --- |
| Contact details of person responsible for data protection | Communications Officer - sistalbans@hotmail.com |
| Locations of data | Communications officer, Secretary and Denise Powell’s computer |

**Data Format**

**In what format does the Club hold personal data? (Tick all that apply)**

|  |  |
| --- | --- |
| Computer | Yes |
| Paper | Yes |
| Photograph | Yes |
| CCTV | No |
| Audio | No |
| Other (please specify) ………………………………………. |  |

**Purpose(s) for which data processed**

To facilitate individual’s membership of SI St Albans and District

**Data subjects (enter Yes or No in each category)**

|  |  |
| --- | --- |
| Club Members | Yes |
| Suppliers | No |
| Complainants, correspondents and enquirers | Yes |
| Relatives, guardians and associates of data subject | No |
| Children aged under 16 | No |
| Others (please specify) | No |

**Data classes (enter Yes or No in each category)**

|  |  |
| --- | --- |
| Personal details | Yes |
| Family, lifestyle, social circumstances | No |
| Employment details | No |
| Financial details | No |
| Racial or ethnic origin | No |
| Political opinions | No |
| Religious or similar beliefs | No |
| Trade union membership | No |
| Physical or mental health or condition | No |
| Sexual life | No |
| Criminal proceedings, outcomes etc. | No |
| Education and training | No |
| Other (please specify) |  |

**Data Sources**

**List the sources for the personal data held**

|  |  |
| --- | --- |
| Data subject | Yes |
| Third party (please specify) | No |

**Data Recipients**

**Who receives details of the personal data held (enter Yes or No in each category)**

|  |  |
| --- | --- |
| Data subject | Yes |
| Relatives, guardian or associate of data subject | No |
| Suppliers | No |
| Persons making an enquiry or complaint | No |
| Voluntary and charitable organisations | No |
| Other (please specify) | No |

**Transfers overseas**

|  |  |
| --- | --- |
| None outside EEA | No |
| Worldwide | No |
| Specific countries outside EEA (please name): | No |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Is any data processed by third parties on behalf of Data Controller - No

If Yes, give details of data processor…………………………………………………………………………………………..