Data Matrix

Organisation Name:
Effective from: / /
Data Protection Queries:
Data Protection Liaison/Advisor/Officer
Name:
Telephone Number:
reiephone Number.
Email:

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Data Category:	Beneficiary Data	3
Data Category:	Customer/Client Data	3
Data Category:	Marketing Database	3
Data Category:	Employee Recruitment Data	3
Data Category:	Current Employee Data	3
Data Category:	Retired Employee Data	3
Data Category:	Building Security Data	3

Data Category:	
Type of personal data collected and data subjects	
Source of personal data collected	
Purpose for which personal data is collected	
Legal basis for processing the data and Data Retention period:	
If data subject consent is the basis for processing, how is consent obtained?	
Methods used to process personal data and to delete data	
Location where personal data is stored or held, and security and procedural measures used to safeguard data	
Personnel who may access this data (access level):	

Is data shared with third-parties, data processors or data controllers?
Yes No
If Yes, with whom is the data shared and for what reasons?
Nature of written agreements in place with third-parties, data processors and/or data controllers:
Are any special categories of personal data processed?
Yes No
If Yes, what type of data is processed and what is the legal basis for processing this personal data?
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