Data Matrix

Organisation Name: _____

Effective from: _ _ / _ _ / _ _ _ _

Data Protection Queries: _____

Data Protection Liaison/Advisor/Officer

Name: _____

Telephone Number: _____

Email: _____

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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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