



COMHALTAS

# GDPR DATA AUDIT

## WHAT DATA DO WE COLLECT?

(e.g name, address, e-mail address, social media posts, location, IP address, cookies)

## WHERE DO WE STORE THE DATA?

(E-mails, documents, databases, backups, email lists)

## HOW DO WE PROTECT AND DOCUMENT THE DATA WE HAVE?

(Passwords, limited access, databases)

## HOW LONG DO WE PLAN TO KEEP THE DATA FOR?

(Three Years, Five Years etc...)

## DO WE HAVE A FUNCTION/ REASON FOR EVERY PIECE OF DATA WE COLLECT?

(Name: customer service, Contact Number:contact if show is cancelled)

## WHAT IS THE PROCESS IF SOMEONE ASKS TO BE REMOVED FROM OUR RECORDS?

(Whose responsibility, what records needs to be checked etc...)

