

Data Audit

Suppliers

Business area	Categories of data subject	Type of personal data	Is the data "sensitive"?	Source of data	Where is the data stored?	Why is the data processed?	Is the data passed to a third party?	What is the lawful basis for processing under the GDPR?	If "legitimate interests": balance of data controller vs data subject rights?	What are the grounds for processing sensitive personal data?	What security measures are in place to protect data?	How long is data held?	Are you satisfied that processing is lawful?
Operations	Agency labour	Contact details	No	Data subject / Agency	Database	Performance of contract / emergency contact details	Customers / professional advisors	Legal obligation / Performance of contract / Legitimate interests	N/A	N/A	Encrypted storage, access controls	Minimum 7 years	Yes
Operations	Agency labour	Qualifications	No	Data subject / Agency	Database	Health & safety - ensure appropriate training	Customers / professional advisors	Legal obligation / Performance of contract / Legitimate interests	N/A	N/A	Encrypted storage, access controls	Minimum 7 years	Yes