



TM  
iso specialists



# GDPR

Let's get  
started guide

[www.ims.com](http://www.ims.com)



To support you on your GDPR Journey, it is useful to complete a data audit to see what data you have and where it is stored. You may have to consider reviewing:



**What data do we collect?**

*(Name, email, social media, location, IP address, cookies)*

**Where do we store the data?**

*(Emails, 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?**

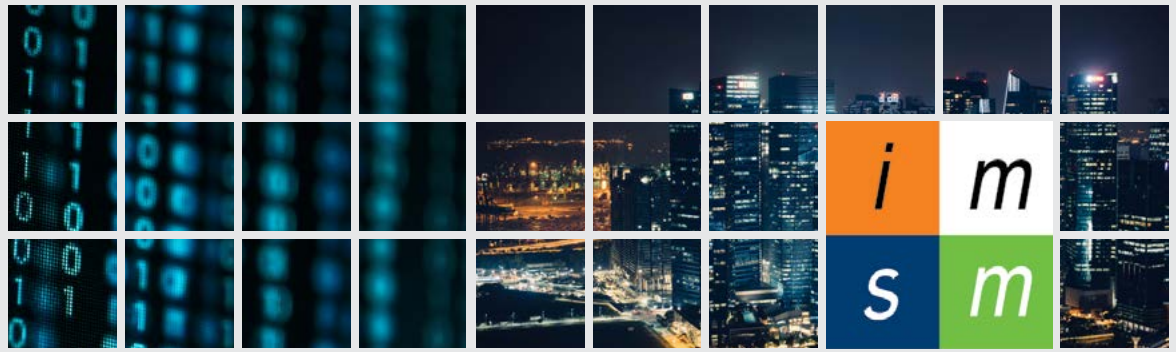
*(Three years, five years etc...)*

**Do we have a function/reason for every piece of data we collect?**

*(Name/Customer service, Contact number/ Contact if event is cancelled)*

**What is the process if someone asks to be removed from our records?**

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



Complete the GDPR journey review, by dating and adding your answers to the table below.

Data Review Form	
Type of data	
Description of data	
Employee responsible	
Date of consent to hold data	
Where the data is stored	
Source of the data	
Purpose of the data	
How the data is protected in its storage	
Usage restrictions	
Usage rights	
Usage frequency	
Retention period	
Comments	

For more information on GDPR please visit: [www.imsm.com](http://www.imsm.com)