



GDPR: Data Audit Form

29 April 2018 (Compiled by Eric Eisenhandler)

Organisation and contact information	Sustainable Blewbury info@sustainable-blewbury.org.uk
Type of Data	Sustainable Blewbury supporters list
Description of data	Names and email addresses; Excel spreadsheet
Person responsible	Sustainable Blewbury secretary
Date of consent to hold data	As requested by supporters
Where the data is stored	Personal computers of officers and relevant Core Group members
Source of the data	Supporter requests to be added to list
Purpose of the data	Legitimate interest only – for information about events, newsletter, requests for volunteers, etc.
How the data is protected in its storage	Not on public computers
Usage restrictions	Circulated only to Core Group members needing to use the list
Usage frequency	Variable, as needed
Retention period	As long as necessary. Individual entries removed when supporters leave or request deletion