

GDPR first steps - Suggested data audit template for information held

Function : RECRUITMENT OF STABLE STAFF

What data do we collect?

Name, address, email, age, previous job history, mobile telephone number

Do we have a reason for every piece of data we collect re this function?

Name address email and phone number for contact. Age so as to work out pay scale – query if this is necessary as we could just ask for the scale they fit into rather than age. Previous job history to ascertain experience and for reference purposes.

Where do we store this data?

Email applications, hard copy recruitment folder, on individual file if recruited, computer back up systems, in scan folder when emailed to manager

How do we protect the data we have? Who has access to it internally?

Emails are password protected. Documents on computer are password protected. Hard copies are not protected. We limit access to the office filing cabinets to management and office staff but these are not lockable cabinets. It is accessed by the secretary, manager and employer.

Is the data shared with any external providers? If so, how is that protected?

At the recruitment stage, no personal information is shared or processed externally.

Do we have any policy on how long we keep the data for?

Not a written policy. We tend to destroy after about 6 months as keep on file in case person recruited does not work out.

Do we tell people how long this data is kept?

No. We do ask if they would like to be considered if a future vacancy arises.

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

We would respond by destroying all records we held.