** GDPR data inventory for clubs**

 **Club name: Date completed/reviewed:**

 **Completed by:**

Under the new principle of data accountability, clubs need to be able to demonstrate their compliance with the GDPR. This requires you to maintain records of what personal data your club holds, who has access to it and how it is securely stored. Completing this table is not a legal requirement but it is designed to be a useful tool to help pull together your club’s privacy notice, to consider whether your current practices are secure and to put in place actions to improve your processes. You may wish to retain this document for reference and evidence of due diligience and review it on an annual basis.

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| **Type of personal data** | **Location of data** | **Who has access to the data** | **Level of security** | **Data retention period** |
| *Eg. Members details, hut customers, non-member email newsletter recipients (include details of what personal data is stored)* | *Eg. Paper records, computer database or spreadsheet, online programmes (GoMembership Mountaineering Scotland database, Mailchimp email distribution or website booking systems, etc)* | *Eg. Club secretary, Mountaineering Scotland staff, club web developer* | *Eg. Password-protected computer, encrypted documents, locked filing cabinet* | *Eg. Three years after relationship ends (cancellation of membership or hut booking)* |
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