

Review all our databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what we need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Description	Why is the data held and what is it used for?	Basis for processing data	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
Main Forst customer eMail List	Marketing, Promotions Information	Legal Obligation	Held by ???	Paper Declarations held in filing cabinet. PC Spreadsheet	4 years	Yes	Password Protected
Social media							