**Eàrr-ràdh 32**/Appendix 32
**SGRÙDADH DÀTA**/DATA AUDIT
**(CUIR A-STEACH AINM NA BUIDHNE AN SEO)/**(INSERT NAME OF ORGANISATION HERE)

**GDPR**

**Dèan ath-bhreithneachadh air do chuid stòr-dàta, liostaichean post-dealain, chliath-dhuilleagan, grìobhainnean-pàipeir gu lèir agus air liostaichean eile de dh’fhiosrachadh pearsanta. Ma bhios ceistean sam bith, sònraich dè dh’fheumas tu dèanamh. Mura bheil gnìomh follaiseach, cuir cuideam an uair sin air ceistean far a bheil feum air barrachd soilleireachaidh. Faodaidh gun fheumar bileagan-ceadachaidh ùra, fios mu phrìobhaideachd, agus poileasaidhean ùra no air an ùrachadh a thoirt gu buil gus a dhearbhadh gu bheilear a’ gèilleadh ri GDPR.**Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you 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.

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| **Tuairisgeul**Description | **Carson a thathar a’ gleidheadh an dàta agus am feum a thathar a’ toirt às**Why is the data held and what is it used for | **Bunait airson dàta a ghiullachd (m. e. cead sgrìobhte)**Basis for processing data (e.g. written consent) | **Cò tha a’ gleidheadh an dàta agus cò a dh’fhaodas cothrom fhaighinn air?**Who holds the data and who can access it? | **Dè na smachdan air tèarainteachd a tha an sàs?**What security controls are in place? | **Dè cho fada agus a thathar a’ gleidheadh an dàta?**How long is data kept for? | **A bheil seo air a chòmhdach leis an fhios mu phrìobhaideachd againn?**Is this covered by our privacy notice? | **GNÌOMH A DHÌTH**ACTION REQUIRED |
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| ***Eisimpleir : Foirm-chlàraidh****Example: Registration form* | ***Fianais mu chlàradh agus mu uairean air am maoineachadh****Record of enrolment Evidence of funded hours* | ***Cead air a thoirt le pàrantan Feum air conaltradh ri Comhairle na Gàidhealtachd****Consent given by parents Need for contract with Highland Council* | ***Ga ghleidheadh leis an Ionad****Held by Centre* | ***Air pàipear, ga chumail ann an caibineat-còmhlachaidh fo ghlais – iuchair ga cumail leis a’ mhanaidsear****On paper, kept in a locked filing cabinet – key held by manager* | ***Fhad is a bhios an leanabh a’ frithealadh air an t-suidheachadh. Thoir air falbh agus sgrios gu tèarainte an dèidh 6 mìosan mura bheil an leanabh air frithealadh rè na h-ùine sin.*** *As long as the child attends the setting. Remove and destroy securely after 6 months if child hasn’t attended in that time.* | ***Tha – air an làrach-lìn agus ceangal/paragraf air an fhoirm****Yes – on website and link/paragraph on form* | ***Dèan sgrùdadh air gach clàradh gus a dhearbhadh gu bheil a rèir poileasaidh.****Check all registrations to ensure they meet policy* |
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**Tha mi a’ dearbhadh gun do rinn mi sgrùdadh air dàta a rèir nam Poileasaidhean a thaobh Stad agus Dàta aig (CUIR A-STEACH AINM NA BUIDHNE AN SEO).**I confirm I have carried out a data audit in accordance to the (INSERT NAME OF ORGANISATION HERE)Abeyance and Data protection Policies

**Ainm-sgrìobhte/**Signed: …………………………………………………………………………………………… **Ceann-latha/**Date: ………………………………………………