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| **Eàrr-ràdh 32A** |  | Appendix 32A |
| **A’ Dèanamh Sgrùdadh a thaobh Dàta** |  | Carrying out a Data Audit |
| Seo dhuibh ceist no dhà a chuidicheas sibh leis an sgrùdadh agaibh:   * Dè an seòrsa dàta a thathar a’ cruinneachadh is a’ stòradh, càite agus carson? * Dè na buidhnean/luchd-obrach a dh’fhaodadh a bhith a’ stòradh an dàta aca fhèin? * Ciamar a thèid an dàta a chleachdadh (no a chur gu feum) taobh a-staigh agus taobh a-muigh na buidhne? * Dè cho fad ’s a thèid an dàta a chumail? * Cò aig a bhios cothrom an dàta fhaicinn taobh a-staigh agus taobh a-muigh na buidhne? * Dè na modhan-obrach is modhan-smachd a th’ ann gus an dàta a chumail sàbhailte?   Tha e buailteach leis an sgrùdadh agaibh gun tèid raointean den obair agaibh a chomharrachadh far nach eil na siostaman no pròiseasan dàta a th’ agaibh an-dràsta a’ cumail ris an GDPR, agus mar sin tha an colbh mu dheireadh a’ toirt cothrom dhuibh gnìomhan a chomharrachadh a dh’fhaodadh a bhios a dhìth. Ann an cuid a shuidheachaidhean, dh’fhaodadh gun dèan sibh co-dhùnadh nach eil feum agaibh air cuid a dhàta tuilleadh, ann an suidheachaidhean eile, dh’fhaodadh gum feum sibh cùisean atharrachadh a thaobh mar a tha sibh a’ stòradh an dàta no cò aig a bu chòir cead a bhith an dàta fhaicinn. Airson cuid a shuidheachaidhean, dh’fhaodadh gum feum sibh soilleireachadh a dhèanamh, sa phoileasaidh agaibh airson prìobhaideachd a thaobh fiosrachaidh, air dè na dòighean sa bheil sibh a’ stòradh agus a’ cleachdadh dàta.  Mu dheireadh, trì pìosan comhairle:  Innsibh do dhaoine dè tha a’ tachairt, agus carson – cuidichidh sin iad le bhith a’ tuigsinn carson a tha sibh a’ faighneachd cheistean.  Ma tha daoine ag iarraidh tuilleadh fiosrachaidh, iarraibh orra fios fhaighinn bho oifis Coimiseanair an Fhiosrachaidh (ICO.org.uk).  Tha poileasaidh prìobhaideachd aig (CUIRIBH AINM NA BUIDHNE AN SEO) cuideachd agus gheibhear sin agus fios air mar a thogas sibh draghan air ar làrach-lìn (CUIRIBH CEANGAL RIS AN LÀRACH AGAIBH AN SEO) |  | Here are some questions to help you carry out your audit:   * What kind of data is being collected and stored, where and why? * Which different groups/staff might store their  own data? * How is the data used (i.e. processed) both internally and externally? * How long is the data retained? * Who has access to the data both inside and outside of the business? * What procedures and controls are in place to keep data safe?   It’s likely that your audit will identify some areas where your current data systems or processes are not compliant with the GDPR, and so the final column enables you to identify action that might be required. In some cases, you might decide that data is no longer needed to be held and processed, in other cases, it might be changes to how you store the data or who has access to it. For a number of cases you may need to clarify in your data privacy policy how you are storing and using the data.    Finally three tips:  Inform people what is going on, and why – this will help them to understand why you are asking questions.  Refer people to Information Commissioner’s office (ICO.org.uk) for further information.  (INSERT NAME OF ORGANISATION HERE) also has our privacy policy and how to raise concerns etc on our website (ADD YOUR WEBSITE LINK HEE) |