



# **GDPR Questionnaire** for the Charity Sector

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## Summary

The purpose of this document is to give those who require support with GDPR, a list of starter questions to help them assess their Organisation risk in relation to data and GDPR. As you know, GDPR (General Data Protection Regulations) will be law in May 2018. Many businesses are starting to prepare for the changes. Hopefully this document will help generate further discussion, identify areas of risk and help communicate the importance of data to the business.

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## Company details

Organisation's Name:

Organisation's Address:

The GDPR contact within the Organisation:

Operational contact:

Board member responsibility for GDPR/DPA:

(General Data Protection Regs + Data Protection Act)

Type of Charity or Organisation:

(social enterprise for example)

Number of Employees

Number of Trustees

## Information Technology

How many desktop computers and laptops does your Organisation have?

Number of mobiles devices within the business?

How do you store your data?

Where do you store your data?

Do you have a Firewall? Yes  No

Do you use Anti-Virus Software? Yes  No

Does your premises have CCTV? Yes  No

Do you secure the data before its send? Yes  No

Do you send sensitive Data over email? Yes  No

How many printers do you have within the organisation?

Do you operate a pin code/card verification system for releasing prints? Yes  No

## Data and Marketing

How much personal data do you hold?

Do you run awareness campaigns on a regular basis? Yes  No

Where is your data stored?

How long have you stored the data?

Who manages the client requests for data?

Do you share the data with a 3rd party? Yes  No

If yes, what type of data?

Do you buy in data? Yes  No

Do you hold sensitive data on your membership or donators or clients? Yes  No

How do you share the data throughout the Organisation?

## Social Media and Web Presence

Does your Organisation have a website? Yes  No

Do you collect and store data from the various visitors to the website? Yes  No

Do you have privacy policy? Yes  No

Does your website use cookies? Yes  No

Do you have a cookie policy? Yes  No

Do you have a social media presence? Yes  No

What social media site do you use?

## Human Resources

Do you store sensitive data on your employees? Yes  No

How do you store the data?

How old is the employee data?

When was the last time your employment contract was reviewed with regards to GDPR?

Who deals with the data requests?

## Commercial Contracts

When was the last time your supplier contracts (CRM, marketing, data-list suppliers, services that involve passing data, etc) were reviewed with regard to liability?

When was the last time your Terms and conditions of business reviewed with regards to data protection or GDPR liability?

When was the last time your sub-contractor contracts were reviewed with regards to data protection or GDPR liability?

Do you tender for public sector contracts? Yes  No

Do you require GDPR compliance for any other tendering processes? Yes  No

## Data Breach and Insurance

Do you have processes for dealing with a data breach? Yes  No

What are the processes you have in place to deal with ICO?  
(Information Commissioner)

Do you have insurance in place in case of a data breach? Yes  No

Do you store sensitive data? Yes  No

What value would you put on your sensitive Data?

## International

Is any part of Organisation located outside the UK? Yes  No

Is any part of the Organisation located outside the EU? Yes  No

Where is the data stored?

Do you share data abroad? Yes  No

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I hope this document has been useful to you, its purpose is to generate ideas and identify areas where you can see the flow of data into your business and potential areas of risk. We at Create Ts and Cs can help you take the next step which involves preparing for the changes in the law and manage both the business and contractual risk with regards to suppliers and customers. To find out more, call 0141 465 7077 and book a telephone appointment to discuss the issues further.

Regards

David Reilly MBA  
Director and DPO



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