**DATA AUDIT TEMPLATE**

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| **Who?**  Whose data are you collecting? Local contacts? Suppliers/ potential contractors? Members/ participants?  Staff/ instructors? |  |
| **What?**  Names? Email addresses? Phone numbers? Picture? Medical information? Anything which can identify an individual……… |  |
| **Why?**  Why do you need the information?    To process membership? To deal with event entries? To contact them? To pass on details to someone else? To market to them? |  |
| **Where?**  Where do you store the information?  In a filing cabinet? On personal laptops? Spreadsheets? Dropbox/ cloud file sharing? |  |
| **When**?  When did you collect the information? Is it still accurate? Do you still need it? |  |

**Table Tennis England Responsibility Statement:**

The information contained in this Guidance represents the Table Tennis England’s interpretation of the law as at the date of this edition. Table Tennis England takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.