

SPE Aberdeen Section GDPR Compliance Audit Form 2018

Data Audit Form	
Type of Data	Contact details and company name.
Description of data	Name, address, phone number and email address, company name and (where relevant) their SPE membership number. Data relates to conferences, technical meetings and operational meetings of the SPE Aberdeen Section.
Employees responsible for Data Collection	Diane Wood, Louise Thomas, David Lewis and Lorraine Mutch
Person responsible for Data Processing	Suzanne Robertson – SPE Continuing Education events manager.
What does the Data Processing Team use the data for	Used in managing conferences, meetings and similar events, including making delegate lists, name badges and providing event updates and other Continuing education event related information.
Date of consent to hold data	When the individual registers to attend an event. When the individual agrees to receive information on board meetings, minutes and posters to advertise a Technical meeting event.
Where the data is stored	On the computers of Section Manager, Section Accountant, Section Administrator and Section events managers.
Source of the data	From registering on the website for events and from attending events not booked via the website. From agreeing to join individual Board and committees related to the SPE Aberdeen Section.
Purpose of the data	To enable the section to contact the registered attendees with updates on venue/times and reminders that the event is going ahead. Also to contact them for the next event.
How the data is protected in its storage	Password protected on each individual computer. No public access.

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Usage restrictions	Only to be used for sending out event information, minutes of board meetings and updates on events and new events
Usage rights	Only to be used by Section Manager, Administrator, event manager, website manager and accountant.
Usage frequency	As and when the events are taking place
Retention period	2 years as some events are every two years. Consent renewed every year for Board and committee members
Privacy Statement	This will be a Privacy Statement on the SPE Aberdeen Section website. This audit template document will also be added as a link to a PDF.
Comments	The website is all PCI-DSS (Payment Card Industry Data Security Standard) compliant.