**HR Personal Data Audit Template**

This document can be used to identify the different types of personal data that you process within your organisation. The personal data audit can be used in conjunction with the GDPR compliance for employers: checklist to identify any compliance gaps and establish your action plan. The GDPR also requires that employers with more than 250 employees\* keep records of the data that they process and providing it is kept up to date, your personal data audit can also form the basis of adequate record keeping.

**Name and contact details of the Data Controller (‘the Employer’):**

**Category of data subjects:** Employees who undertake work for the Employer under a contract of employment and candidates who, as part of a recruitment process, have made an application to undertake work for the Employer under a contract of employment.

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| **What is the personal data processed?** | **What is the purpose of the processing?** | **What is the legal basis for the processing?** | **What categories of people is the data shared with, including 3rd parties** | **Where is the data stored?** | **Does it include ‘special category data’?** | **What security measures are in place to protect the data** | **What is the retention period for the personal data?** | **Is the data transferred outside of the EU? If yes, what safeguards are in place?**  |
| *e.g. Wage/Salary records.* | *In order to demonstrate that employees are paid moneys they are contractually entitled to and in line with national minimum wage regulations. .* | *the performance of a contract; the legitimate interests of the employer; compliance with a legal obligation.* | *Payroll, Human resources, Line managers.*  | *Internal payroll system, personnel file.*  | *No.* | *The internal payroll system is password protected and local personnel files are stored in a locked cabinet*  | *Six years.* | *No.* |
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*\*Employers with under 250 employees are also required to keep adequate records where the processing is likely to result in a risk to the rights of and freedoms of the data subject, the processing is not occasional, or the processing includes special categories of data or personal data relating to criminal convictions and offences.*