DATA MAP TEMPLATE

Use this table to document where you store information about each type of data you collect and store. This information will then help you to create your privacy policy and privacy notice.

Process	**Data**	**Purpose**	**Security Measures**	**Accessed by**	**Person Responsible**	**Data Subjects**	**Source of Data**	**Software Used**	**Data Stored On**	**Data Shared With**
When do you obtain this data?	*What information do you collect?*	*Why do you need this information?*	*How do you stop others accessing this information?*	*Who has access?*	*Who is responsible for making sure steps are taken to secure data?*	*Who is the information about?*	*Who gave you this information?*	*Are you using any software to obtain this information?*	*Where is the data stored?*	*Who do you share this data with?*
E.g. Intake form	*E.g. Name, address, email etc*	*E.g. To confirm appointment*	*E.g. Password protected software*			*E.g. customer, employer of customer*	*E.g. Customer, customers wife*	*E.g. Mailchimp, email provider*	*E.g. Cloud, PC, Mailchimp*	*E.g. Clinic manager*