

STEP 1: GDPR DATA AUDIT

Questions to ask about the data you collect to determine any steps you need to take to protect personal information.

What data are you collecting?

Why do you need this information?

Any data without a reasonable use should not be collected

Where are you going to store it?

How are you going to protect the data?

How long are you going to store the data?

This will be 7 years, by law, as you will be storing sensitive information about health. For pregnant clients, their information must be kept for 18 years by law.

Do you have a privacy notice that explains clearly how your customers can access, adjust, or ask for their data to be deleted?

STEP 2: DATA MAPPING

Once you've done your audit, you can create a spreadsheet with details of all the data you choose to collect, why, and the ways in which you are going to use, store, and protect it.

Please use the data map template provided.

STEP 3: PRIVACY POLICY & PRIVACY NOTICE

Using your audit and data map, you can construct your privacy policy and privacy notice

Please use the templates provided.