**Data (Inventory) Mapping**

***Fillable Template***

Knowing what data we collect, store, and use is the first step in reducing our risk and increasing our impact. This template is super simple, answer the questions, discuss with your project team.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name**: |  | **Contact Person:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What Data Fields are you collecting?** | **Why?** | **Collected by Whom** | **On What device?***(be specific)* | **Stored where?***(office server? Cloud?)* | **For use by whom?** | **Shared with whom?***(partners or 3rd parties)* |
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*\*\*add rows as necessary*

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| --- |
| **Additional Questions:** |
| What system being used to collect the data?  |  |
| Has Global Cybersecurity Services reviewed the system?  |  |
| Who has access to the data?*(list people and what data they have access to)* |  |
| Do you know when the data will be deleted and who is responsible to do this?  |  |

**Guidelines:**

1. How to identify personal data?

*‘Personal Data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*

1. What does processing means?

*‘Processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.*

1. Examples of Personal Data\*:

|  |  |  |
| --- | --- | --- |
| * Full Name
* E-mail Address
* Maiden Name
* Mailing Address
* Home Address
* Mobile Phone Number
* Online Messaging Address
* Emergency Contact Info
* Bank Account Number
* Salary/Income\*\*
* Social Security Number
* National Identification Number
* State Identification Number
* Driver's License
* Passport Number
* Visa
* Age
* Gender
* Date of Birth
 | * Ethnicity
* Place of Birth
* Marital Status\*
* Religious Affiliation
* Language/Dialect
* Nationality
* Veteran Status
* Blood Group
* Employee Number
* Title
* Salary Grade\*\*
* Business Contact Information
* Manager
* Probation Period
* Working Hours
* Company Property in Possession
 | * Disciplinary Incidents and Actions
* Leave of Absence Information
* Performance Agreement Information
* Work Location\*\*
* School(s) Attended
* Degree(s) Conferred
* Dates of Attendance
* School Organization(s) membership
* Certificates
* Associations and memberships
* Number of Children\*\*
* Age of Children
* Information regarding spouse/partner
* Years at current address\*\*
* All personal information about employee dependents
* Hobbies
* Interests
* Clubs and/or Organizations
* Worked in other countries
 |

\*This list is non-exhaustive. If you have any questions regarding whether or not a data field is “personal data” please contact your Legal team or your Data Protection lead.

\*\*Denotes data fields that could be considered “personal data” if combined with other data fields that can be traced back to an identifiable person.