



**GDPR Inventory – Recording Your Data**

**Version 1.00.00, ©2017, David Kinrade**

## Introduction

GDPR Inventory is an application created to assist in the implementation of a G.D.P.R. (General Data Protection Regulations) framework suitable for a small business, charity or sole trader who is responsible for some data processing and retention that results in them having to be G.D.P.R. compliant.

GDPR Inventory allows the user to create a comprehensive inventory of the data they store, how it is stored, where it is stored and who is responsible for it. GDPR Inventory can be used in association with GDPR Mapper and GDPR Accountability to build a documentary framework outlining and maintaining G.D.P.R. compliance.

GDPR Inventory has been designed from scratch to follow closely the guidelines and examples produced by the Isle of Man Information Commissioner but should be suitable for compliance throughout the Isle of Man, UK, EU and even worldwide.

### Before You Start

It is highly recommended that you familiarize yourself with the requirements of the G.D.P.R. before you begin to record your data items and locations. Think about the different places where data is stored or processed and the type of data there.

In broad terms, the G.D.P.R. is concerned with personal data, but has a very broad definition of what data can be personally identifiable.

If data is being passed to external locations or entities to be processed, you need to have this information to hand as part of the GDPR Inventory process.

### Other Programs

GDPR Inventory is part of a suite of programs to help with G.D.P.R. compliance. Programs exist to help with Management Accountability, Data Access Tracking and Policy Creation.

## The Main Program

GDPR Inventory offers a simple program interface that uses different coloured tabs for each of the required sets of information. Information can be easily entered into any of the tabs at any time. Multiple companies can be handled and the data for any company is a single data file that can be easily backed up as required.

The screenshot shows the main window of the 'GDPR Inventory' application. The title bar reads 'GDPR Inventory - David Kinrade Internet Design' and the version is 'Version 1.00.00 Beta'. The menu bar includes 'File', 'Tools', and 'Help'. Below the menu is a row of four tabs: 'COMPANY' (black), 'DATA LIST' (blue), 'LOCATIONS' (purple), and 'REPORT' (grey). The 'COMPANY' tab is active, displaying a form for entering company information. The form includes fields for Business Name (filled with 'David Kinrade Internet Design'), Address, Address 2, Town, County, Postcode, Telephone, Email, Web Site, Report Author, and Position. A large 'COMPANY' header is visible on the right side of the form area.

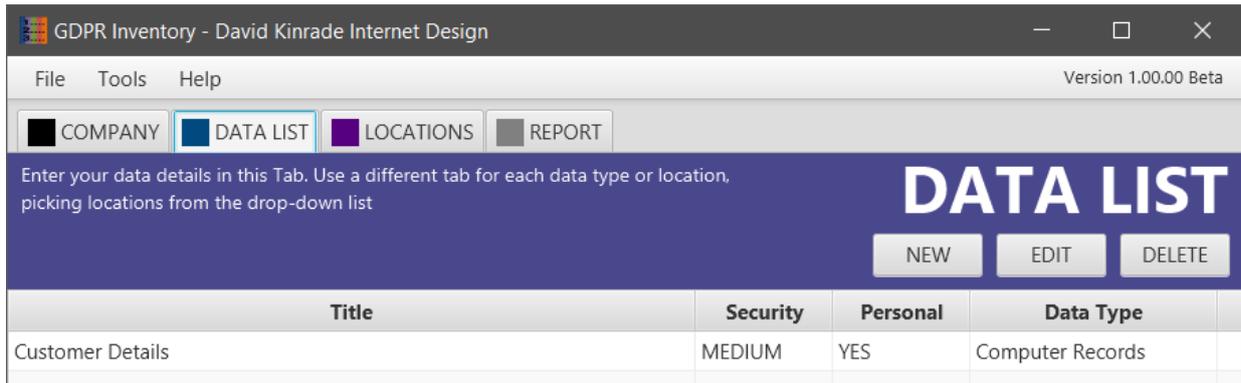
The main screen initially looks something like the one above, with a row of colour-coded tabs across the top and information and data shown below.

### The Company Tab

Enter your company / business details here. Fill in as much or as little as you need – you can come back and make changes at any time. The company information is used to personalize the reports that you will produce using GDPR Mapper later in the process.

## The DATA LIST Tab

This is where we enter all the different types and categories of data that we process. We can assign multiple locations to these entries later. Take care to think about all the data that you process or store.



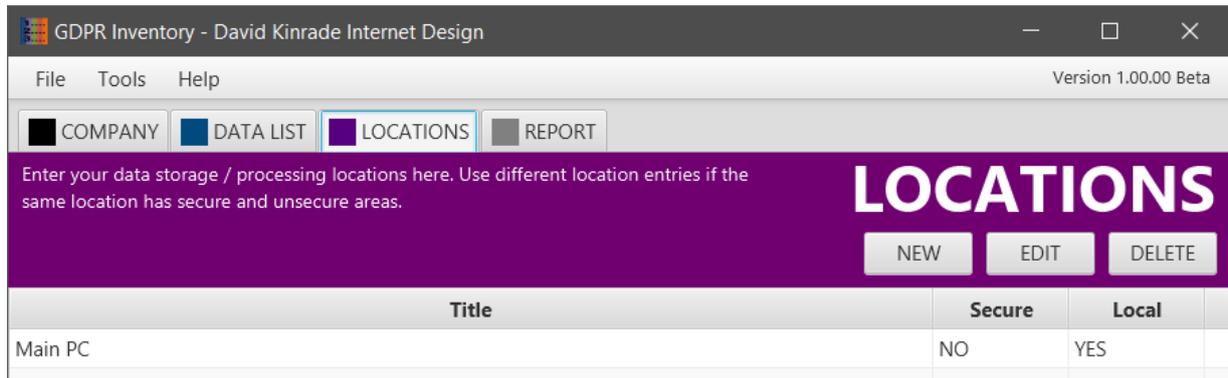
Clicking on the NEW or EDIT buttons will open a form for you to enter the required details. You can edit or delete an entry at any time, so you don't need to complete all the information if you don't have it to hand. This allows you to use the list like a notepad, filling in details as you have them.

To make data entry easier, you can double-click on any entry in the list to edit it.

We need to enter any details we wish to record about the data, whether the data is more or less security sensitive and also whether the data is of a personal nature. There are also a selection of pre-set data types to categorise the data within.

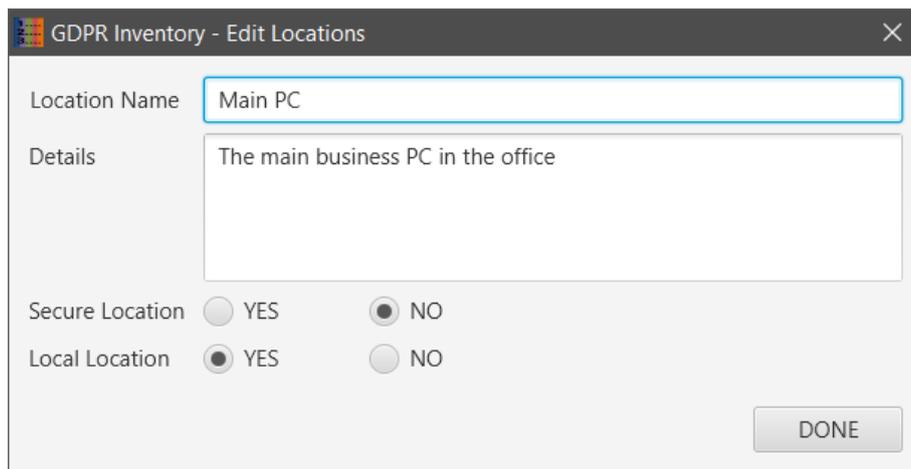
## The LOCATIONS Tab

Use the LOCATIONS Tab to record all the different internal and external places where data may be stored or processed. Don't forget to include any Cloud-based back-up or sharing that you may be using.



Typically there will be a mixture of internal and external data storage and processing for many businesses. Different locations can be assigned to multiple DATA LIST entries in the previous section when the final report is being prepared.

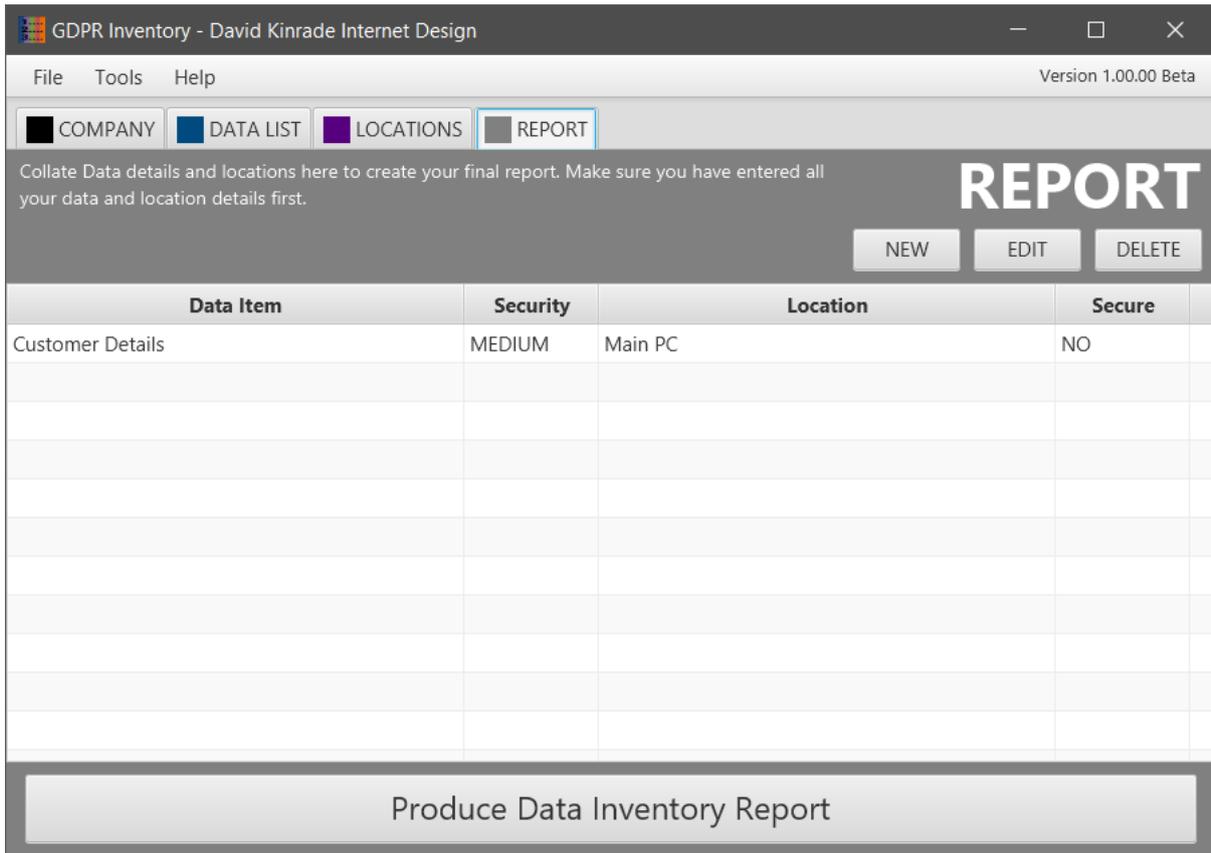
Entering and editing data is the same as for the other main tabs, click on the buttons or double-click on an entry to edit it.



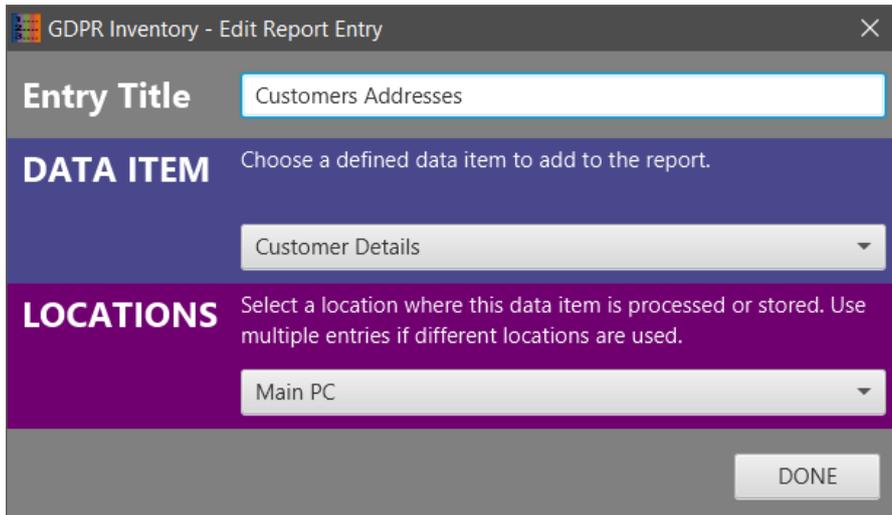
Complete the information about the location as required, specifying if the location is considered secure and also whether it is local or not.

## The REPORT Tab

As you enter the data into the five main tabs – WHY, WHO, WHAT, WHEN and WHERE - you can start to create the entries that will form the basis of your report and Data Processing Map.



A REPORT entry is built by tying together types of data and locations. Entering and editing data is the same as for the other main tabs, click on the buttons or double-click on an entry to edit it.



Select the appropriate entry from each of the drop-down lists to create a new report entry. It is possible to use each DATA ITEM or LOCATION several times in different combinations to produce the final report.

## Producing The Report

Finally, clicking on the PRODUCE DATA INVENTORY REPORT button will build and display a PDF file that you can save or print as required. Data can be stored and modified indefinitely, helping you to maintain an always up-to-date copy of your inventory