

**Example Draft data Inventory**

Type of data held	Detail of data held	Data Owner	Location	Who has access to the data?	Electronic?	Safeguards?	Paper?	Safeguards?	Is the data transferred to anyone outside of EU or and authorised jurisdiction?	Is this special category data	Why is this special category data	Legal basis for holding data	Why has this legal basis acceptable	Retention period	Reason for retention period	How is the data disposed of?	Would a data breach result in a breach to significant interest of individuals?

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