

THE DOWNLEY SCHOOL

GDPR Information Survey Form

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| Name of person completing the form | |
| What information do you collect? | |
| Why do you collect the information? | |
| What format is the information in e.g. paper or electronic? | |
| If the information is in paper format, where is it kept? | |
| If the information is kept electronically, how is it stored? | |
| If you need to, how do you locate the information you collect? | |
| How often do you access the information? | |
| How long do you keep the information for? | |
| Does a duplicate of the information exist and, if so, where is it kept? | |
| The loss of certain information through fire or some other disaster would have serious consequences for the school's operations. Does the information you collect fall in that category? | |
| Any other comments? | |