Personal Information Map

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| Who do you hold Personal information about?  e.g. Employees, Volunteers, Board Members, Donors, Service Users / Clients,  Website visitors | What Personal information do you hold  e.g. name, address. Service usage | Where do you collect PI from, and when? e.g. from client when they sign up for service online, from client’s GP, from website when donor makes an online donation | What do you use Personal Information for? | Who do you share Personal Information with? | Is there anything about the use / sharing of the Personal Information that might surprise the individual whom the information is about? | Where do you hold Personal Information | How long do you hold personal Information for? | **Is it addressed in**  **privacy statements for information collection points?**  **e.g. included on form,**  **in phone script** | **Is it addressed in privacy policy?** |
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