

Whose Data	What			When		Where	Purpose
(Customer/Driver/Vendor/Emp etc)	Data	Source (Individual / 3rd Party)	Legal Basis (Consent/Contract/ Without Consent)	Updated	Retention Period	Stored	

How	Do We Have	
(Email/SMS/Push etc)	Explicit Consent	Feature to disable

Item	Details
Is the data encrypted?	
Is the data anonymized or pseudonymized?	
Is the data backed up?	
What are the technical and security measures at the host location?	

Item	Details					
Who has access to the data?	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
What data protection training have those individuals received?	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
What security measures do those individuals work with?	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
What data breach notification and alert procedures are in place?	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					
What procedures are in place for government requests?	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					

Item	Details
How does the data subject exercise their access rights?	
How does the data subject exercise their right to data portability?	
How does the data subject exercise their rights to erasure and the right to be forgotten?	
How does the data subject exercise their right to restrict and object?	

Item	Details
Are the obligations of all data processors, including subcontractors, covered by a contract?	
If the data is transferred outside the European Union, what are the protective measures and safeguards?	

Item	Details
What are the risks to the data subjects if the data is misused, mis-accessed, or breached?	
What are the risks to the data subjects if the data is modified?	
What are the risks to the data subjects if the data is lost?	
What are the main sources of risk?	
What steps have been taken to mitigate those risks?	