**Department and Process:**

**What information in this process might be considered sensitive?**

**Identify all groups (employees, event registrants, volunteers, donors, vendors/contractors, …) that provide sensitive data to your department and how it is provided (by email, web site, phone calls, written correspondence, forms that you provide,..)**

**Identify how this information is stored and secured. Who has access to the data?**

**Are you aware of any regulatory requirements regarding the collection and storage of this information?**

**How long is this information currently retained and how is it destroyed?**

**Have you uncovered problems or questions in this process that may lead to changes to the current process? When do anticipate your new policy ready?**