

Fair Processing Notice Register Form

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Amendment History

Date	Version	Author	Details of Amendment
(Date)	1	(Author)	Initial Release

Issue Number	Process Name	Target Data Subjects	Located	Additional considerations/ Information	Date Issued	Date Withdrawn
e.g. 1	DBS Check	Staff	HO, Scotland	Every 3 Years	1/2/17	When employee leaves
e.g 2	HR CIPD	Staff and temp workers	Worldwide		1/1/17	

Document Management

This document is valid as of January 2018

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

(Signature)