# LucidSeal

## Template: Data Minimisation Checklist

*Only collect what you need, keep it only as long as necessary, & use it responsibly.*

| Doc ID | LS-TEM-0006 | Owner | Bryan Chetcuti |
|---|---|---|---|
| Version | V1.0 | Status | Approved |
| Confidentiality | Public | Last Updated | 2025-11-07 |
| Approver | Bryan Chetcuti | Next Review | 2026-06-30 |

## Change Log

| Date | Author | Change | Version |
|---|---|---|---|
| 2025-11-07 | Bryan Chetcuti | Approved | V1.0 |

## Template: Data Minimisation Checklist

*This checklist helps small teams and organisations review what data they collect, why they collect it, and whether it's truly necessary.*

*It supports the Privacy by Default principle: collect only what you need, keep it only as long as necessary, and use it responsibly*

*.**Tips for Use:** The easiest way to minimise data is to **start small and stay curious** – always ask, "do we really need this?"*

# Step 1 - Define the Purpose

✅ Clearly describe why you're collecting each type of data.

| Data Type | Purpose / Use | Is this purpose clearly documented? (Y/N) | Can the purpose be achieved without collecting this data? |
|---|---|---|---|
| **e.g., Email address** | Account setup | Yes | No |
| | | | |
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# Step 2 - Assess Necessity

✅ Review every field, form, and database.

- Do we need each item for the stated purpose?
- Could we use less identifying information (e.g., postcode instead of full address)?
- Are optional fields clearly marked as optional?
- Are we avoiding "just in case" collection?

## Step 3 - Limit Retention

✅ Review how long you keep each data type.

| Data Type | Retention Period | Is this period justified? | Disposal Method |
|---|---|---|---|
| e.g., Contact form submissions | 90 days | Y | Secure deletion |
| | | | |
| | | | |

## Step 4 - Limit Access

✅ Confirm who has access and why.

- Are access levels appropriate and reviewed regularly?
- Do temporary staff or volunteers have restricted access?
- Is data encrypted or pseudonymised where possible?

## Step 5 - Communicate Clearly

✅ Make your data practices easy to understand.

- Is the collection explained in your privacy notice/policy?
- Are users informed about retention and deletion timelines?
- Do you provide contact details for data access or correction requests?

## Step 6 - Review & Improve

✅ Schedule regular reviews.

| Review Date | Reviewer | Summary of Findings | Actions Required |
|---|---|---|---|
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