A data audit is the process of determining what information your organization possesses, where it is stored, how valuable it is, and how it is secured. Going through the process may alert you to potential information security risks you might not have thought about previously. Use this worksheet to document the steps of your data audit.

### Data Collected
- List standard Personally Identifiable Information (PII), that is, any information you collect that can be used to distinguish or trace an individual's identity. This includes name, date of birth, address, telephone number, email, social security number, ID number (such as driver’s license number), IP address, credit card numbers, and login credentials.
- Also consider “Special Categories Information,” such as racial or ethnic origin, health information, political opinions, criminal history, religious beliefs, sexual or gender identity, and job position and workplace.

### Location of Data
- Be specific with both the data storage location and geographic location, e.g., “Utility customer account data is stored on a server housed at our main office and backed up nightly to the cloud.”

### Value of Data
- Rank each piece or category of data by its value to your business as either high- or low-value. PII, intellectual property, and information exempt from Florida’s public records laws are generally high-value. Data that is already available to the public or available by request under Florida’s public records laws is low-value.

### Security Safeguards
- Review the Data Protections Best Practices section and note the cybersecurity measures that you already in place, such as restricted access, password protection, and encryption.

### Who Has Access?
- Write down each person or group that has access to the data.
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