GDPR Audit Log Retention Template

Reference PDF for documenting website audit records, evidence references, ownership, storage location, review dates, and planned deletion checkpoints.

Important: This template supports internal audit documentation and record handling. Retention decisions should still be reviewed against your internal policy, legal advice, and the reason for keeping each record.

How to use this template

Use the Excel version as your editable working file during or after a website audit. The PDF version is useful as a shareable reference, a print-friendly review sheet, and a quick summary of the fields your team should maintain.

Step	Action	Example
1	Capture the finding or observation	Analytics cookies loaded before consent
2	Link the evidence or report reference	/evidence/2026-04-03/banner.png
3	Assign collection and review ownership	Audit Team / Privacy Lead
4	Add review timing and status	2026-07-03 / Under review

Suggested fields and what they capture

Field	Purpose	Example
Record ID	Unique reference for the audit record	GDPR-001
Audit / Review Date	When the record was created or updated	2026-04-03
Website / Domain	Website or environment reviewed	www.example.com
Page / Flow Reviewed	Specific page, banner state, or user flow	Homepage consent banner
Audit Area	The review category	Consent banner
Finding Summary	Short summary of the issue or observation	Analytics cookies loaded before consent
Evidence Type	Kind of supporting material	Screenshot
Evidence Location	Folder path, file location, or report reference	/evidence/2026-04-03/banner.png
Collected By	Who captured the material	Audit Team
Reviewed By	Who owns the follow-up review	Privacy Lead
Storage Owner	Who controls access to stored material	Compliance Folder Owner
Retention Notes	Why the record is being kept	Remediation and report support
Review Date	Next checkpoint for reassessment	2026-07-03
Planned Deletion Date	Archive or deletion checkpoint	2026-10-03
Status	Current handling state	Under review
Notes	Extra internal context	Pending re-test after banner fix

Printable log sheet

This page mirrors the working structure of the Excel template. Use the spreadsheet for actual editing and ongoing tracking.

Record ID	Audit Date	Website	Page / Flow	Audit Area	Finding Summary	Evidence Type	Evidence Location	Collected By	Reviewed By	Storage Owner	Retention Notes	Review Date	Deletion Date	Status	Notes
GDPR-001	2026-04-03	www.example.com	Homepage consent banner	Consent banner	Analytics cookies loaded before consent was captured.	Screenshot	/evidence/2026-04-03/homepage-banner.png	Audit Team	Privacy Lead	Compliance Folder Owner	Remediation and report support.	2026-07-03	2026-10-03	Under review	Replace with live details