

Science & Coding Camp Business Guide

Data lifecycle sheet

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

For each record or tool, name what is collected, why, who can access it, where it goes, required notice or consent, retention basis, export route, deletion method, and owner. Include project files and accounts, not only registration forms. Have legal and technical questions reviewed by appropriate people.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
