DATA AUDIT

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal information. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further input. New consent forms, privacy notices, and new or revised policies or procedures are likely to be needed to ensure compliance with GDPR. Refer to the Law Department’s guidance on the Church website for further information.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Why is the data held and what is it used for | Who holds the data and who can access it? | What security controls are in place? | How long is data kept for? | Is the data updated? | Is the data disclosed to anyone? | Is this covered by our privacy notice? | ACTION REQUIRED |
| ***Example:***  *Gift Aid Declarations* | *For claiming Gift Aid* | *Held by Gift Aid Officer. Also accessed by treasurer* | *On paper, kept in a locked filing cabinet* | *Six complete calendar years after last gift claimed on the declaration* | *No* | *No* | *No – not yet written a privacy notice* | *Write privacy notice* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |