

PARISH DATA AUDIT

Form 9

Getting ready for GDPR

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

| Description | Why is the data held and what is it used for | Basis for processing data (e.g. consent, 9(2)d ¹) | Who holds the data and who can access it? | What security controls are in place? | How long is data kept for? | Is this covered by our privacy notice? | ACTION REQUIRED |
|---|--|---|---|---|---|--|-----------------------------|
| <i>Example: Gift Aid Declarations</i> | <i>For claiming Gift Aid</i> | <i>Consent given by completion of declaration</i> | <i>Held by Gift Aid Officer. Also accessed by treasurer</i> | <i>On paper, kept in a filing cabinet</i> | <i>Six complete calendar years after last gift claimed on the declaration</i> | <i>No – not yet written a privacy notice</i> | <i>Write privacy notice</i> |
| | | PLEASE LEAVE BLANK UNLESS YOU HOLD SPECIFIC CONSENTS | | | | LEAVE BLANK | LEAVE BLANK |
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¹ Section 9(2)d is a special processing basis which allows religious (amongst others) not-for-profit bodies to process data provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

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