Parish Data Audit for GDPR

Parish _____ Date _____

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.

Description	Why is the data held and what is it used for (purpose)?	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is the data shared with anyone?	1. General legal basis for processing data 2. Legal basis for processing special category data	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*	*Central Church, HMRC*	*1.Compliance with legal obligation 2. Explicit consent*	*No – not yet written a privacy notice*	*Write privacy notice*
Example: *Membership Roll*	*Church administration*	*Held by Session Clerk, also accessed by Kirk Session and Presbytery Clerk*	*???*	*???*	*No*	*1.Legitimate interests 2.Legitimate activities relating to members*	*As above*	*As above*