

## GDPR Checklist

The General Data Protection Regulation (GDPR) came into effect across Europe on 25<sup>th</sup> May 2018. Parishes must comply with GDPR requirements. This checklist will help you to understand what you need to do in order to become compliant.

All templates are available from the Parish Resources page on the RCB [website](#).

Steps	Action	How	Complete	Next Steps
1	<b>Data Audit</b>	We have developed a template for you to use to help review your data processing.		
2	<b>Data Privacy Notice</b>	Have you drafted a Privacy Notice? A template has been developed to help you.		
		Is the Privacy Notice available on your parish website for people to access?		
		Do you have a date set to review your Privacy Notice?		
3	<b>Consent</b>	Do you need to get additional consent? Sample forms available from our website.		
4	<b>Policies and Procedures</b>	People have the right to see what data is being stored about them, to make corrections where there are errors, or to ask for their data to be deleted. Do you have the processes in place to meet such requests?		
5	<b>What if you have a data breach?</b>	Do you know what to do if there is a data breach? A data breach is a security incident in which sensitive, protected or confidential data is copied, viewed, stolen or used by an individual unauthorised to do so. You need to develop a process detailing how to deal with any data breaches.		