

Parish Data Audit Template

What you need to do to undertake a Parish Data Audit is review all your databases, email lists, spreadsheets, paper documentation and other lists of personal data. If there are any areas you are concerned about, or questions you may have, you need to identify what action you will take to remedy these.

If the action is not clear, then your questions will need further exploration and understanding. New consent forms, privacy notices and new or updated policies or procedures may need to be implemented to ensure compliance with GDPR. *

Description	Why data is being held and what it is being used for	Basis for processing data e.g. consent	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 your Data Privacy Notice? **	If action is required, what is the action?
<i>E.g. 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 treasure</i>	<i>On paper, kept in a locked filing cabinet</i>	<i>Six complete calendar years after last gift claimed on the declaration</i>	<i>No – no Data Privacy Notice has been written yet</i>	<i>Write Data Privacy Notice</i>

*If you are still unsure about what to do, please contact Rebekah Fozzard, Data Protection Officer, Representative Church Body, for guidance.

** A Data Privacy Notice explains what individuals can expect will happen to their data. If a Parish has a website, it needs its own Data Privacy Notice. We have made templates available to you on our website within Parish Resources. [Click here](#).