

# SAINT MICHAEL'S, BRAMCOTE PARISH DATA AUDIT

## Getting ready for GDPR

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, 9(2)d <sup>1</sup> )	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
Parish Gift Aid Declarations	For claiming Gift Aid	Consent given by completion of Gift Aid declaration	Gift Aid Officer - Also accessed by treasurer	Paper documents kept in a secure environment – Data maintained on secure PCs	Six complete calendar years after last gift claimed on the declaration	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019
Parish Regular Giving Data	For financial analysis; for statutory reporting to Diocesan and National authorities	Consent given by completion of a giving declaration.	Treasurer and Assistant Treasurer - Also accessed by Gift Aid Officer	Paper documents kept in a secure environment – Data maintained on secure PCs	Six complete calendar years	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019
Parish Membership databases	For contacting past and present members with information; for the production of opted-in membership directories; for statutory reporting to Diocesan or National authorities	Consent given by completion of an application document <i>(Documents include, but not restricted to) Electoral Roll applications and Visitor Enquiry forms)</i>	Parish Database Administrator; Clergy and LLMs; authorised officers of the church	Paper documents kept in a secure environment – Data maintained on a secure data server	Membership database maintained continuously. Records deleted upon data subjects request	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019

<sup>1</sup> 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.

Children and Youth activities data/databases <i>(Activities include, but not restricted to) Messy Church, Junior Church, Explorers Club, Little Angels, Holiday Clubs)</i>	For contacting past and present members with information; for maintaining health, contact and permissions data; for statutory reporting to regulatory bodies	Consent given by parents/carers by completion of a Children's Activity Registration form	Children and Youth Database Administrator; Clergy and LLM's, authorised officers of the church	Paper documents kept in a secure environment – Data maintained on secure PCs/data server	Membership database maintained continuously. Records deleted upon data subjects request	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019
Data and documentation relating to the work of the Parochial Church Council (PCC) and its associated committees	For supporting the work of the PCC and its associated committees	Consent given by completion of a membership application form	PCC Secretary. Clergy and LLM's, authorised officers of the church	Paper documents kept in a secure environment – Data maintained on secure PCs/data server	Database maintained continuously.	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019
Outlook Parish Magazine distribution list	For contacting recipients of the parish magazine	Consent given by completion of subscription application form	Outlook Parish Magazine Editor and authorised officers of the church	Paper documents kept in a secure environment – Data maintained on secure PCs/server	Database maintained continuously - Records deleted upon data subjects request	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019
Occasional Office Databases	For maintaining links with Wedding, Baptism, Confirmation and Funeral contacts	Consent given by completion of appropriate application forms	Clergy and LLM's; authorised officers of the church; Parish Administrator	Paper documents kept in a secure environment – Data maintained on secure PCs/data server	Database maintained continuously. Records deleted upon data subjects request	Yes – Fully compliant with current privacy notice	Review all current documentation to ensure compliance - Review in January 2019