

Borderlands Mission Area

Ardal Cenhadaeth Y Gororau

DATA PRIVACY AUDIT CHECKLIST

Borderlands Mission Area

Checklist	Done	Date	Further action?
<p>Data Audit</p> <p>Please use the Borderlands Mission Area Data Audit Document to review all your existing data processing. This will help you to highlight and identify where you need to take action.</p>			
<p>Privacy Notice</p> <p>Please use the Borderlands Mission Area Privacy Statement and ensure it is made available to everyone in both an electronic (online) format and also a hard copy format.</p> <p>Have you set a date to review it?</p>			
<p>Additional consent</p> <p>Do you need to get additional consent? It is likely that many churches will need to get additional consent from people as either consent has been assumed, or the evidence of the consent is no longer available. Please use the Borderlands Mission Area Consent Form and ensure it is completed, signed and filed in a safe place.</p>			
<p>Procedures</p> <p>Are your procedures up to date? Data subjects (those people about whom you hold personal data) 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 processes in place to meet such requests?</p>			
<p>Breach</p> <p>What if you had a breach? It is important that you review your breach management procedures and ensure that you know what to do in the event of a breach. If you don't currently have breach management procedures, you will need to develop them in specific relation to your church.</p>			