DATA PRIVACY DATA AUDIT DOCUMENT

Borderlands Mission Area

Please use this document to conduct a review of all your databases, email lists, spreadsheets, paper documents and any other lists of personal data (both electronic and hard copy format).

1. In the event there are any issues, please use this form to help identify what you need to do.
2. If action is not clear, then please highlight questions needing further insight.
3. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

When carrying out your Data Audit, you may find it helpful to think about the following questions:

1. What kind of data is being collected and stored, where and why?
2. Which different church groups might store their own data? Make sure you cover them.
3. How is the data used (i.e. processed) both internally and externally?
4. How long is the data retained?
5. Who has access to the data both inside and outside of the church?
6. What procedures and controls are in place to keep data safe?

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	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
Example: *Gift Aid Declarations*	*For claiming Gift Aid*	*Legal obligation*	*Held by Gift Aid Officer. Also accessed by treasurer*	*Paper declarations kept in a filing cabinet. Spreadsheet on PC.*	*Six complete calendar years after last gift claimed on the declaration*	*Yes*	*Password protect the spreadsheet*