

PARISH DATA AUDIT July 2025

Getting ready for GDPR

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

| Description | Why is the data held and what is it used for | Basis for processing data (e.g. consent, 9(2)d ¹) | 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 |
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| Baptism bookings | To process the baptism. | Implied consent by seeking those services. | Clergy + | On password protected computer. | Clergy copies destroyed after the baptism. | Yes | None |
| | | | Administrator. | On password protected computer. Hard copies kept on a filing cabinet in a locked office. Copies of current year's baptisms kept in vestry cupboard | Office copies destroyed 2 years after last entry. Ledgers kept indefinitely. Destroyed after baptism. | | |

¹ 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.

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| | | | Baptism Co-ordinator. | Baptism co-ordinator keeps copies at home.* | Baptism Co-ordinator keeps copies for up to 5 years to send anniversary cards. | | |
| Church members contact information. | To contact church members. | Consent given to receive texts, emails or to have details entered on Contact sheet for Church member to see. | Held by the Administrator on ChurchSuite. Copies on request to church members. | ChurchSuite is on a secure server with relevant safeguards and password protection. On paper in a cupboard in a locked office. | Until member leaves church or asks for name removed. | Yes | None |
| DBS information | To comply with C. of E. and Diocesan Safeguarding Policy. Used to protect children/vulnerable adults. | Consent forms (Diocesan provides) completed. Implied consent when producing ID for DBS registration | Parish Safeguarding Officer(PSO) keeps a record of DBS cert. nos and dates of renewal only. | Papers kept in a secure box. Memory stick locked away. | Destroyed when DBS expired | Yes | None |
| Electoral Roll | It's a Membership list only and not used for anything else. | Implied consent. | Held by the Administrator. | On password protected computer. Hard copies kept on a filing cabinet in a locked office. | Until the next revision of the ER. | Yes | None |
| Employee details | To pay staff, and to communicate effectively. | Necessary for employment | Administrator. | In a locked office. | For 6 years after employment ceases. | Yes | None |

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| Funeral | Provision of funeral and pastoral care. | Supplied by those seeking the service. | Vicar + | Password protected computer. Hard copies in a locked filing cabinet. | Destroyed when no longer needed. | Yes | None |
| | | | Administrator | On password protected computer. Hard copies kept on a filing cabinet in a locked office. | Destroyed after 3 years. Ledgers kept Indefinitely. At home, kept in a lockable box.* | | |
| Gift Aid Declarations | For claiming Gift Aid | Consent given by completion of declaration | Held by Gift Aid Officer and Treasurer. | Paper records kept securely.* | Six complete calendar years after last gift claimed on the declaration | Yes | None |
| Hall bookings – regular and private booking forms as well as church use request form | To process hall hire effectively. | Implied consent, in order to process the hall hire. | Administrator. | On password protected computer. Hard copies kept on a filing cabinet in a locked office. At home kept in a lockable box* | For 7 years after the hire – including church use. | Yes | None |
| Helping Hands | To facilitate the help requested. To invite them to further appropriate events. | Implied by giving contact details to Louise and team. | Helping Hands co-ordinator | On computer. | Deleted after the job is completed. | Yes | None |

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| Holiday club | To facilitate the running of Holiday Club. | Implied by completion of the booking form. | Holiday Club organisers | During the event details held on a computer at their home, along with paper copies. After event, computer details deleted and paper copies passed to Administrator. | During event. | Yes | None |
| | | | Administrator | Paper copies held in a filing cupboard in a locked office. Computer details will be held on ChurchSuite (cloud based system). | 50 years. | | |
| In our Back Yard (IOBY) | To facilitate the running of IOBY | Implied by parents completing the form. | Administrator | ChurchSuite is on a secure server with relevant safeguards and password protection. Hard copies in the locked office. | Kept for six years in the office. | Yes | None |

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| Men's Munch | To notify of forthcoming events. | Verbal consent is given. | Men's Munch organisers' home. | On password protected computer. | Whilst Men's Munch continues | Yes | None. |
| Pastoral visits | To provide requested visits | Implied consent. | Pastoral Visiting Co-ordinator (PVC) | Referral info on paper, and info about visitor and dates are kept securely. | 50 years. When visitor ceases doing the role, paperwork should be returned to the office for scanning and storage on the cloud. | Yes | None. |
| | | | Clergy + | Clergy notes kept on password computer | | | |
| | | | Pastoral visitors | visitors keep own information regarding visit at home. | | | |
| PCC Membership details | As Trustees, notified to Charity Commission. Emails shared with each other | Implied by standing for PCC | PCC Secretary. | On computer protected with a password. | Whilst the person remains on the PCC | Yes | None |
| Regular Giving | Recording who gives regularly. | Consent given by completion of declaration or implicit by filling in details on envelope. | Held by Treasurer and Regular Giving Officer (RGO). Bank payments and totals accessed by treasurer. | Paper records kept in a locked filing cabinet.* Bank payments on computer. | Six complete calendar years after last gift claimed on the declaration. | Yes | None |

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| Safeguarding Training | To comply with C. of E. and Diocesan Safeguarding Policy. Used to protect children/vulnerable adults. | Implied consent when they complete training | PSO keeps a record of what training is done, and expiry date. | Paper records kept securely. Electronic records on a password protected computer. | Until the person the Safeguarding training has expired | Yes | None |
| Social Events | To notify future events | Implied consent, and then asked when phoned with info regarding future events. | Paul and Laura. | At Paul and Laura's house.* | Details kept in a locked cabinet for future use. | Yes | None |
| | | | Other social event organisers | Kept at social event organiser's house.* | Returned to Administrator to consider whether to keep or destroy. | | |
| Sunday School | For Health & Safety and Safeguarding purposes. To ensure the safe running of Sunday School. | Implied consent | Sunday School leaders, and Administrator | Register is kept on a secure computer at the leaders' home. The Registration forms are kept in the locked area of the church hall storage. | 50 years. | Yes | None |
| Wedding bookings | To process the wedding. | Implied consent by seeking those services. | Vicar + | Hard copies kept in locked filing cabinet. | Clergy copies destroyed when no longer needed. | Yes | None |
| | | | Administrator. | On password protected computers in the office. Hard | Office copies destroyed 2 years after last | | |

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| | | | | copies kept in a filing cabinet in a locked office. | entry. Ledgers kept indefinitely. | | |
| | | | Wedding Co-ordinator. | Wedding Co-ordinator keeps copies at home*. | Destroyed after 1 year. | | |

*Documents kept at individual's homes will be kept in locked boxes / cabinets / rooms.

+Clergy when in post

Please note that the vicar can have access to any documents, but they will be kept on a password protected computer or lockable storage and will be destroyed when no longer needed.