



# GDPR Data Audit Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy controls GDPR data audits at church.

A GDPR data audit gives us a clear picture of how our church is performing from data subjects. We want to ensure that All Saints' Church, Walsoken complies with the GDPR, an audit is essential. A GDPR compliance data audit is crucial to assess whether our church meets legal requirements, ensuring transparency, integrity, and security in data processing activities.

This audit policy is designed with a questionnaire to help All saints' Church, Walsoken understand what personal data we are using (processing). It should be completed as comprehensively as possible and should be updated regularly to reflect our current situation.

#### Personal Data Definition

Personal data is any information relating to a living, identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, by an identifier such as a name, identification number, location data or online identifier. It could also be one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

#### Processing

Processing is essentially anything that is done to or with personal data. This includes but is not limited to

- 1) Collecting.
- 2) Recording.
- 3) Organising.
- 4) Structuring.
- 5) Storing.
- 6) Adapting.
- 7) Altering.
- 8) Erasing.
- 9) Destroying personal data

This document creates a record of processing activities, and All Saints' Church, Walsoken only need to keep it for processing activities that.

- 1) Are not occasional.
- 2) Could result in a risk to the rights and freedoms of individuals.
- 3) Involve the processing of special categories of data or criminal conviction and offence data.

**The data subject** is the person about whom personal data are processed.

**The data controller** is the person or organisation who determines the how and what of data processing, in a parish usually the incumbent, PCC or PCC member.

### Reference Documents

The General Data Protection Regulations 2018

### Procedure

The auditors from All Saints' Church, Walsoken answers the questions as given in forms section of this policy. When completed church will have a full understanding of the personal data, we are processing.

# GDPR Data Audit Policy

## All Saints' Church – Walsoken

### Forms

#### Form 1. Communication Data

Part A: Communication Data	Date of review
<p>This section relates to personal data held relating to communications with church members and other parishioners. It includes contacts, e.g. via outreach activities, weddings, baptisms, funerals.</p> <p>Communications include mailing lists for newsletters or requests for donations.</p> <p><b>a) What type of information do we keep?</b> Name, contact details, Gift Aid information and congregational giving details such as bank details.</p> <p><b>b) Where do we get the data from?</b> Individuals themselves, family members, clergy, other church sources, publicly available sources e.g., electoral register.</p> <p><b>c) Why do we collect or process the data – what do we do with it?</b> For purposes relating to church membership, and for contact regarding involvement in parish activities; advertising, outreach programmes <i>[Please list all reasons]</i>.</p> <p><b>d) Who do we disclose communications data to?</b> E.g. Parish clergy, church members and contacts carrying out the work of the church, diocesan authorities, bishop, other church organisations.</p> <p><b>e) Do we ever send communications data overseas and if so where to and to which company?</b></p>	

# GDPR Data Audit Policy

## All Saints' Church – Walsoken

### Form 2. Other Organisations

Part B: Data relating to suppliers, companies, and other organisations we do business with	Date of review
<p>This section relates to personal data held relating to suppliers, companies, and other organisations we are in contact with:</p> <p><b>a) Who do we keep personal data about?</b> Tradespeople, surveyors, architects, builders, suppliers, advisers, payroll processors where a personal name or email address is used, donors to appeals [Please list any others].</p> <p><b>b) What type of information do we keep?</b> Name, contact details, financial details, [Please list any others].</p> <p><b>c) Where do we get the data from?</b> Individuals, companies, suppliers, [Please list any others].</p> <p><b>d) Why do we collect or process the data and what is our lawful basis for doing so?</b> Church repairs and upkeep; maintain services e.g. electrical, gas, insurance [Please list any other reasons].</p>	

# GDPR Data Audit Policy

## All Saints' Church – Walsoken

### Form 3. Personal Data

Part C: Personal Data	Date of review
<p>This is intended as a full coverage of the parish's personal data and processing activities, which is in addition to (rather than repeating) information provided in Parts B and C.</p> <p><b>a) Who do we keep personal data about?</b> Church role and office holders (such as churchwardens, PCC Secretaries, Deanery Synod members, church Safeguarding officer, Sunday School co-ordinator, youth leaders/workers), church members, clergy, volunteers, children, youth, staff, employees, hall hirers, and contractors. [Please list anyone else]</p> <p><b>b) What type of information do we keep?</b> Name, contact details, date of birth, child registration information, Safeguarding information, information on employees. [Please list anything else]</p> <p><b>c) Where do we get the data from?</b> The individuals themselves, other parishes, diocesan authorities, bishops, National Church, Deanery officers' companies and recruitment agencies. [Please list anyone else]</p> <p><b>d) Why do we collect or process the data?</b> To further the mission and ministry of the church including by carrying out activities, advertising services and events, outreach programmes, employee administration and payroll; operational reasons. [Please list anything else]</p> <p><b>e) Do we collect any special category data (other than religious beliefs) and/or criminal offence data?</b> Relating to racial or ethnic origin, political opinions, trade union membership, physical or mental health, sex life or criminal records.</p> <p>If so for what reason: e.g. criminal records for Safeguarding compliance; physical or mental health information relating to employees. [Please list anything else]</p> <p><b>f) Who do we disclose this data to?</b> Parish clergy, church members and contacts carrying out the work of the church; diocesan authorities, bishop, other church organisations, suppliers. [Please list anyone else]</p>	

# GDPR Data Audit Policy

## All Saints' Church – Walsoken

### Diagrams

None

### Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.