

Walton Churches Partnership, DATA AUDIT

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.

Note: this data audit operates in conjunction with the individual data audits completed for each congregation within the LEP. Where such data is held only at congregation/church level, this is noted in the relevant column.

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
Gift Aid Declarations	For claiming Gift Aid	Legal	Held by Treasurer	On paper, kept securely in Treasurer's office	Six complete calendar years after last gift claimed on the declaration	n/a	
Names on Church Bank Statements	Reference on payments	Legal	Held by Treasurer	On paper, kept securely in Treasurer's office	Six years	n/a	
Partnership Directory	Name, address and contact details of people who are LEP members, shared only with others in the directory	Consent given by providing the information.	Held by Ecumenical Council members, all who are in it get a copy	Kept on PC, copies emailed to those in directory or printed and given a paper copy	As long as a person is a member and gives consent to be part of the directory. Renewal of circulated list annually.	Yes	
Membership Forms	People applying to be members, needed for annual returns	Consent given by completion of the form	CONGREGATION/ CHURCH LEVEL	On Paper kept in locked cupboard	Last complete review + 6 years.	Yes	

¹ Article 9, para 2d 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.

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, 9(2)d ²)	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
Meeting Minutes	Recording meetings	Legitimate Interest	Attendee names held by Council Officers, can be accessed by reps or WCP Ministers	Kept on PC and paper in filing cabinet	Continuously	n/a	
Membership List	An up to date list made of current members to aid in annual return	Consent	CONGREGATION/ CHURCH LEVEL	Kept on PC, emailed to other Stewards/Ministers	Last complete review + 6 years.	Yes	
Prayer Chain Lists	A list of people and contact info who are on the prayer chain	Legitimate Interest	CONGREGATION/ CHURCH LEVEL	Kept on password protected email, anonymous to all members apart from Administrator	As long as a person is part of the chain	n/a	
Congregational email list	For congregational mailings	Consent provided by signing up to church directory	CONGREGATION/ CHURCH LEVEL	Email list on a password protected laptop and email, anonymous to all members apart from Administrator	As long as someone is a member of the congregation. Updated annually	Yes	
Ecumenical and Church Council email lists	For stewards meetings and related emails	Legitimate interest	All council members, and also at CONGREGATION/ CHURCH LEVEL	On password protected pc's	As long as person is a steward/rep. Updated when stewards/reps change.	n/a	
Worship Stewards email list	For stewards meetings and related emails	Legitimate interest	CONGREGATION/ CHURCH LEVEL	On password protected pc's	As long as person is a steward, Updated when stewards change.	n/a	

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DBS Confidential declaration	For safeguarding	Legal	Safeguarding Officer	Paper Declaration	7 years	n/a	
DBS Checks	For safeguarding	Legal	Safeguarding Officer	Electronic - On password protected pc	7 years	n/a	
DBS Spreadsheet	For safeguarding	Legal	Safeguarding Officer	Electronic - On password protected pc	7 years	n/a	
Volunteer Contracts for Children's Church leaders	For engaging leaders	Contract	Safeguarding Officer	Paper	7 years	n/a	
Children's Church Consent forms	To allow children to participate in activities	Consent given by completing the form	CONGREGATION/ CHURCH LEVEL	Paper	Until child is 18	Yes	
Youth Club/Rock Solid Consent forms	To allow youth to participate in activities	Consent given by completing the form	Leaders of Youth Club/Rock Solid	Paper	Until child is 18	Yes	
Church news-sheets	To inform congregation of items of interest	Legitimate interest	CONGREGATION/ CHURCH LEVEL	Password protected pc, paper and website	Continuously	Yes	

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Wedding registers	To record marriages	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	One of each completed registers sent to Registry Office
Baptism Registers	To record Baptisms	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	
Banns Registers	To record marriages	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	
Burials Registers	To record Baptisms	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	
Interments Registers	To record Baptisms	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	
Thanksgivings Registers	To record Baptisms	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	Continuously	n/a	
Church Accident forms	To record accidents	Legal	CONGREGATION/ CHURCH LEVEL	Paper in locked safe	7 years, or if in regard to a child until child is 18	n/a	
Church photo libraries	To record history of church & its activities	Legit. Interest for historic, consent for current	Website Manager & CONGREGATION/ CHURCH LEVEL	Password protected pc, paper and website	Continuously	Yes	Gain consent from all individuals identified in published photos
Sunday worship rotas	To organise who does what when	Legitimate Interest	CONGREGATION/ CHURCH LEVEL	Password protected pc	Continuously, until someone leaves the rota	n/a	

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Supplier records	To contract people in to do jobs e.g. plumber	Contract	Treasurer, Council Officers & CONGREGATION/ CHURCH LEVEL	Password protected pc	Until no longer required	n/a	
Details of local organists	To book for services	Contract	CONGREGATION/ CHURCH LEVEL	Password protected pc	Continuously	n/a	
Pastoral Care notes/prayer requests	To be able to administer pastoral care	Legitimate interest	CONGREGATION/ CHURCH LEVEL	Paper kept privately at home or on password protected PC	Continuously	n/a	

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