

GDPR PARISH DATA AUDIT 2018

NAME: _____

ROLE _____

DATE: _____

If you hold personal information about anyone because you organise a church activity / rota etc please fill in and return this form. If you hold more than one role please fill in a separate form for each role. An example of what is required is shown below in red.

Please fill in and return this form to the Church Office or scan and email it as an attachment to gdpr@pinnerparishchurch.org.uk as soon as possible. If you have any queries please email or contact Chris Lomax, Angela Kenny or Morella Boon **THANK YOU**

Name of form, list or database for which you are responsible.	What personal information do you hold? Please list. eg name, address, email, date of birth	Why is this information held?	Is the information held on paper / digitally / both?	List who you send this information to eg " People on rota" / "Helpers at Junior Church"	How long is this information kept by you?
<i>Example: Car Rota 11am</i>	<i>Full Name, address, telephone number, email address</i>	<i>To organise car lifts to church for members of the congregation</i>	<i>Paper & digitally</i>	<i>People having lifts and people driving.</i>	<i>Duration of rota.</i>