**GDPR CHECKLIST**



The General Data Protection Regulation (GDPR) will take effect in the UK in May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. Churches must comply with its requirements, just like any other charity or organisation. Use this handy checklist to make sure you’re on top of what you need to do.

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| **The Checklist** | **Complete (Tick)** | **Action needed and date completed** |
| 1. **Data Audit**   Use our template to review your data processing. This is great first step to identify the other action you will need to take. We’ve provided a template at: <https://www.congregational.org.uk/safeguarding/safeguarding-downloads> |  |  |
| 1. **Privacy Notice**  * Have you drafted a Privacy Notice? You can find a template at:   <https://www.congregational.org.uk/safeguarding/safeguarding-downloads>   * Is it available online for people to access? E.g. Church website. * Is there a date set to review it? |  |  |
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| 1. **Do you need to get additional consent?**   It’s likely that many churches will need to get additional consent from people as either consent has been assumed, or the evidence of the consent is no longer available. See our example consent form at:  <https://www.congregational.org.uk/safeguarding/safeguarding-downloads> |  |  |
| 1. **Are your procedures up to date?**   Data subjects (those people about whom you hold personal data) have the right to see what data is being stored about them, to make corrections where there are errors, or to ask for their data to be deleted. Do you have processes in place to meet such requests? |  |  |
| 1. **What if you had a breach?**   Review your breach management procedures and ensure that you know what to do in the event of a breach. See our guide at: <https://www.congregational.org.uk/safeguarding/safeguarding-downloads> |  |  |