

Christian Science Committee for "Focus" - GDPR INFORMATION AUDIT

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

Description	Why data is held and what it is used for	Basis for processing data (e.g. consent, legal obligation)	Who holds the data and who can access it	What security controls are in place	How long data is kept for	ACTION REQUIRED
Gift Aid Declarations and records	<i>For claiming Gift Aid</i>	<i>Legal obligation</i>	<i>Held by Treasurer, accessed by treasurer, and shared with HMRC</i>	<i>Paper declarations kept in a filing cabinet. Spreadsheet on home PC.</i>	<i>10 complete calendar years after last gift claimed on the declaration</i>	<i>Password protect the spreadsheet or computer Check all donors receive privacy notice</i>
Focus participants, helpers and volunteers lists	<i>Needed for Focus administration and Safeguarding records</i>	<i>Legitimate interests</i>	<i>Maintained by the Care Committee for Focus/ Applications Co-ordinator for Junior Focus and Mini Focus. Contact details shared with all members</i>	<i>Kept on a password-protected flash drive in secure storage, and password protected on data controller's computer</i>	<i>At least 50 years in case of legal issues (as required by insurer) and for church history</i>	<i>Password protect flash drive and spreadsheets containing information. Issue Privacy Notice to all participants, helpers, volunteers</i>
Treasurer's lists	<i>Needed for financial administration, including payments from participants and to suppliers,</i>	<i>Legitimate interests in payments to and from Focus</i>	<i>Kept in books or files by Treasurer and Deputy Treasurer, and on their computers, shared with Accountants for audit</i>	<i>Books and files are kept securely at home. Computer files are password protected</i>	<i>Kept for at least 10 years after Financial Year End</i>	<i>Issue Privacy Notice to relevant non-members</i>

Focus - GDPR INFORMATION AUDIT (cont.)

Mailing list (Focus events, etc.)	<i>For advising enquirers and churches of events and keeping in touch with the Christian Science/Focus community</i>	<i>Legitimate interests may apply - better to obtain consent and update the mailing list. If "marketing" by email etc, the Private Electronic Communications Regulations (PECR) require consent.</i>	<i>Held by individual Committees. Access by members dealing with events and community contacts</i>	<i>Held on secure password - protected cloud service and on Focus officers' home PCs with password protection</i>	<i>Held until it becomes out of date or consent is withdrawn</i>	<i>Send consent form with Privacy Notice to all individuals on the list, then revise list. Renew consent every 5 years.</i>
Under 18 participants and their parents/guardians	<i>Needed to run Focus.</i>	<i>Legitimate administrative interests and a legal obligation in respect of Safeguarding</i>	<i>Kept by Care Committee for Focus / Applications Co-ordinator for Junior Focus and Mini Focus.</i>	<i>Kept on paper and on password protected flash drive in secure cabinet at home and at Focus events</i>	<i>Kept for at least 50 years as required for Safeguarding records</i>	<i>Ensure Privacy Notice is included in all communications to under 18 participants and their parents/guardians</i>
Suppliers (e.g. activity providers)	<i>Needed for managing activities at Focus events</i>	<i>Legitimate interests</i>	<i>Kept securely by relevant Focus officers</i>	<i>Access on a need to know basis</i>	<i>Kept for 10 years after contract ends</i>	<i>Ensure Privacy Notice is included in all communications</i>
Employees (if any) and non-member unpaid volunteers	<i>For employee and volunteer admin and management</i>	<i>Legitimate interests</i>	<i>Kept securely by relevant Focus officers and on PC drive</i>	<i>Access on a need to know basis</i>	<i>Kept for 50 years after contract ends or volunteering has ended</i>	<i>Ensure Privacy Notice is included in all communications</i>