Information sheet 16.1

United Reformed Church--------------------------------------------(insert name and address)

Date: Audited by:

Data Audit and mapping form *Use this form to assess all the types of personal data you collect and keep whether in paper or electronic format. You should review this document annually.*

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| Document type | Why is data held? | What data is it? | Has specific consent been given to process? | Is the data shared within the church? | How is data held? | Is any special category data held? | Security measures in place | Who has access to the data? | What is the retention period? | How is the data destroyed? | Is this data shared with third parties? |
| Church directory | To keep a list of membership | Names, addresses telephone numbers and email | yes | yes | On computer and laptop. Paper directory is kept in office cabinet | no | Devices are password protected  Office cabinet is kept locked | Minister and church secretary | Reviewed annually | Paper records are shredded. Electronic records are deleted. | Yes via website and copy of directory is on church notice board |
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