

# 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.*

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