



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. Parishes 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. See also our guidance at www.parishresources.org.uk/gdpr

The Checklist

	Sorted	Action needed & date completed
<p>1 Data Audit Use our template to review your data processing. This is a great first step to identify the other action you will need to take. We've provided a template at www.parishresources.org.uk/gdpr/dataaudit</p>	<input type="checkbox"/>	
<p>2 Privacy Notice: Have you drafted a Privacy Notice. You can find guidance and a sample template at: www.parishresources.org.uk/gdpr/privacy</p> <p>Is it available online for people to access?</p> <p>Is there a date set to review it?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>3 Do you need to get additional consent.... It's likely that many parishes 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 forms at www.parishresources.org.uk/gdpr/consent</p>	<input type="checkbox"/>	
<p>4 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?</p>	<input type="checkbox"/>	
<p>5 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. If you don't have any, you will need to develop them. See our guide at www.parishresources.org.uk/gdpr</p>	<input type="checkbox"/>	