[name] CIRCUIT INFORMATION REGISTER (month year)

Review all your databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do or seek guidance upon. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

| Description of data | Where/Who did it come from? | Who keeps and/or accesses it? | Do we need and have parental permission to hold it? | Why do we need it? | Do we need and have consent to do that? | How long will we keep it? | What security controls are in place? Any breach risks? | With whom might we share it? | Does our Privacy Notice reflect this? Any action required? |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Eg Gift Aid records (spreadsheet)* | *Gift Aid envelope from donor* | *Treasurer/Gift aid secretary* | *N/A* | *To process gift aid refunds* | *Yes – yes, through completion of envelope* | *Six years beyond this financial year* | *Envelopes are stored in church filing cabinet; spreadsheet is kept on MCI Onedrive* | *HMRC* | *Update privacy notice* |
| *Eg Messy Church membership register (spreadsheet)* | *Contact details form from parent/guardian* | *MC secretary* | *Yes - Yes* | *To keep in touch with members by post, e-mail and text message* | *No – ‘legitimate interests’* | *undecided* | *Forms are in a folder at secretary’s home; spreadsheet is on a pendrive – this should be either encrypted or the file placed on MCI Onedrive* | *No-one* | *Decide how long to keep records*  *Review security arrangements* |
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