# Appendix 3 – Audit Questionnaire

**To be used for Record keeping**

This form is designed to help Parishes to audit their personal data processing. It is important to complete this form as comprehensively as possible.

"**Personal Data**" is any information about a living person which can identify them. This is not just someone's name and address but any ID information. For example a phone number or email address is personal data. Any other contact information or a person's employment history, medical conditions, criminal record or credit history are all personal data.

‘**Processing'** personal data means storing or deleting any personal data on a computer, database or some manual files (e.g. HR personnel files). The word 'processing' also covers selecting a name for a mailing list, or reading it off a screen during a sales call. It includes transferring and altering data. Indeed, practically anything done to personal data constitutes processing.

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| 1. : | **YOUR INFORMATION** |  |
|  | **1. Person completing questionnaire**  a) Name.  b) Role.  c) Telephone extension number.  d) Email. | **a) ……………….**  **b) ……………….**  **c) ……………….**  **d) ……………….** |
|  | Data controller (e.g. PCC, Incumbent) |  |
|  | Date you completed this survey |  |
| 1. : | **COMMUNICATIONS DATA** |  |
|  | This section relates to communications with church members and other parishioners including contacts (e.g. via outreach activities, weddings, baptisms, funerals). Communications include mailing lists for newsletters or requests for donations:  **a) What type of information do we keep?**  E.g. Name, contact details Gift Aid information and congregational giving details such as bank details.  **b) Where do we get the data from?**  E.g. individuals themselves, family members, clergy, other church sources, publicly available sources e.g. electoral register.  **c) Why do we collect or process the data – what do we do with it?**  For purposes relating to: e.g. church membership, and for contact regarding involvement in parish activities; advertising, outreach programmes [Please list all reasons].  **d) Who do we disclose communications data to?**  E.g. parish clergy, church members and contacts carrying out the work of the church, diocesan authorities, bishop, other church organisations.  **e) Do we ever send communications data overseas and if so where to and to which company? This might include overseas companies providing database or email services.**  E.g. linked parishes, mission agencies, cloud storage |  |
| 1. : | **SUPPLIERS, COMPANIES, AND OTHER ORGANISATIONS WE DO BUSINESS WITH** |  |
|  | About individuals or representatives of organisations which supply us with services such as for church repairs, or with whom we are in contact  **a) Who do we keep personal data about?**  E.g. Trades people, surveyors, architects, builders, suppliers, advisers, payroll processors, donors to appeals [Please list any others].  **b) What type of information do we keep?**  E.g. Name, contact details, qualifications, financial details, details of certificates and diplomas, education and skills [Please list any others].  **c) Where do we get the data from?**  E.g. the individuals, companies suppliers, [Please list any others].  **d) Why do we collect or process the data?**  E.g. church repairs and upkeep; maintain services e.g. electrical , gas, insurance [Please list any other reasons]. |  |
| 1. : | **GENERAL QUESTIONS ABOUT PERSONAL DATA** |  |
|  | How do we store the personal data collected? Do we take any steps to prevent unauthorised use of or access to personal data or against accidental loss, destruction or damage? If so, what? How do we manage access to data – what is the process involved in getting access? |  |
|  | Do any procedures exist for rectifying, deleting, suppressing or blocking, personal information? If so, please provide details. |  |
|  | Who has access to / is provided with the personal data (internally and externally)? Is there an authorisation procedure for accessing personal data? If so, please provide details. |  |
|  | Can we provide a copy of all existing data protection or privacy notices and consents used? |  |
|  | So far as we are aware, has any personal data which was gathered for one purpose (e.g. electoral roll membership) been used for another purpose (e.g. circulating details of church services& activities? If so, please provide details. |  |
|  | Are we aware of any policies, processes or procedures to check the accuracy of personal data? |  |
|  | In the event of a data security breach occurring, does the PCC have in place processes or procedures to be followed? What are these? |  |
|  | If someone asks for a copy of information that the parish holds about them, i.e. they make a ‘subject access request’, is there a procedure for handling such a request? Who do we send the request to? |  |
|  | Can we locate a copy of the 'consent' language currently used for communications? |  |
|  | Are cookies used on our parish website? If so, can we provide a copy of the form of consent used? Do we allow individuals to refuse to give consent? Do we provide information about the cookies used and why they are used? |  |
|  | Are any communications files which may be used checked against marketing suppression lists where relevant, such as the Mailing Preference, Fax and Telephone Preference Services? |  |
|  | Can we provide a copy of all website privacy notices and privacy policies? |  |
|  | What data protection training do people in the PCC and other key data users (e.g. church administrator, Sunday school co-ordinator, youth leader, stewardship officer, hall bookings secretary) receive? What does the training involve? |  |
|  | Does anyone in the PCC have responsibility for reviewing personal data for relevance, accuracy and keeping it up to date? If so, how regularly are these activities carried out? |  |
|  | What do we do about archiving, retention or deletion of personal data? How long is personal data kept before being destroyed or archived? Who authorises destruction and archiving? |  |
| 1. : | **PERSONAL DATA** |  |
|  | This is intended as a full coverage of the parish’s personal data and processing activities, which is in addition to (rather than repeating) information provided in Parts B and C.  **a) Who do we keep personal data about?**  E.g. Church role and office holders (such as churchwardens, PCC Secretaries, Deanery Synod members, church Safeguarding officer, Sunday School co-ordinator, youth leaders/workers), church members, clergy, volunteers, children, youth, staff, employees, hall hirers, and contractors. [Please list anyone else]  **b) What type of information do we keep?**  E.g. Name, contact details, date of birth, child registration information, Safeguarding information, information on employees. [Please list anything else]  **c) Where do we get the data from?**  E.g. The individuals themselves, other parishes, diocesan authorities, bishops, National Church, Deanery officers companies and recruitment agencies. [Please list anyone else]  **d) Why do we collect or process the data?**  E.g. To further the mission and ministry of the church including by carrying out activities, advertising services and events, outreach programmes, employee administration and payroll; operational reasons. [Please list anything else]  **e) Do we collect any sensitive information (other than religious beliefs)**: relating to racial or ethnic origin, political opinions, trade union membership, physical or mental health or criminal records?  If so for what reason: e.g. criminal records for Safeguarding compliance; physical or mental health information relating to employees; racial and ethnic origin relating to equal opportunities monitoring. [Please list anything else]  **f) Who do we disclose the data to?**  E.g. Parish clergy, church members and contacts carrying out the work of the church; diocesan authorities, bishop, other church organisations, suppliers. [Please list anyone else] |  |
|  | Please identify any monitoring of the following systems that takes place. ‘Monitoring’ includes all monitoring of systems including without limitation intercepting, blocking, recording or otherwise accessing systems whether on a full-time or occasional basis. The systems are:  (a) computer networks and connections  (b) CCTV and access control systems  (c) communications systems  (d) remote access systems  (e) email and instant messaging systems  (f) telephones, voicemail, mobile phone records  (g) intranet and Internet facilities  [Please list anything else].  Please provide copies of all notices, policies or procedures relevant to this monitoring. |  |