|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Organisation** | **What Personal Data do you hold?** | **How did you obtain the information?** | **What is it used for?** | **In what form is it held?** | **Who has access to this data?** | **Is it shared with any external 3rd party? (Specify)** | **How is it kept secure?** | **How long do you keep it for and how do you dispose of it?** | **Lawful basis for processing** | **Actions** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |

Notes

1. This is not a complete inventory and shows only a few examples. You must complete your own audit and inventory based on how your own congregation/presbytery processes personal data
2. Completion of this document should lead to some form of Action Plan (see sample attached). Both the Personal Data Register and the Personal Data Action Plan will be key ‘living’ documents for the congregation/organization.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Action point** | **Action** | **By whom and when** | **Completion Update** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |