

St John's Church of Scotland, Carluke  
Scottish Charity Number: SC004066

**Data Audit**

Activity/Area of congregational life

**What Personal Data do you hold?**

<input type="checkbox"/> Name	<input type="checkbox"/> Address	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Email Address
<input type="checkbox"/> Bank details	<input type="checkbox"/> Office held	<input type="checkbox"/> Dietary needs	<input type="checkbox"/> Guardian's details

*Other Personal Data (please specify)*

**How do you collect this Personal Data?**  
*(eg) Membership forms, Questionnaires.*

**Why do you collect this Personal Data?**  
*(eg) To communicate with members/office-bearers/staff, Gift Aid tax recovery, Safeguarding vetting*

**How do you store this Personal Data?**  
*Electronic storage should be password protected; Data on paper records should be secured, preferably in a locked drawer or etc.*

**How do you ensure that the Personal Data you hold is accurate and kept up to date?**  
*(eg) Regular review*

**Who has access to this Personal Data?**

*(eg) Staff members, Office-bearers (specify office). It is NOT necessary to give individuals' names.*

**How do they access the Personal Data?**

**How do you dispose of Personal Data which is no longer relevant?**

*Personal Data for which you have no further use should be disposed of securely. Electronic data needs to be securely deleted while paper records containing Personal data should be shredded before placing in the general waste.*

**Do you have any need to disclose the Personal Data to a third party?**

*Unless there is a legal obligation to do so, Personal Data should **NOT** be disclosed to third parties, including transfer outside the UK. (Disclosure during Safeguarding vetting is allowed by "legal obligation".)*

**What arrangements are in place to allow individuals whose Personal Data you hold (or their legal guardians) to view what you hold and to correct errors?**

**Any other comments?**