**GDPR Local Church Tick List:**

🞎 **Noticeboards:**
What sort of information can you see?
Does it show anyone’s name, addresses, dates of birth, contact details?
**Solution:** ii) Have they given permission for their details to be shown?
(please use a Confidential Contact Details form)

🞎 **Accident Book:**

Whilst this is a legal requirement to have the book accessible for church groups and external groups to fill in as an accident occurs,
**Solution:** remove any filled in accidents and store securely.

🞎 **Rotas:**
Whilst it is helpful to have full names and contact details on rotas, it isn’t necessary to have a full version of these in the public areas of church;
**Solution:** please remove full contact details from public spaces and instead store a detailed copy in a locked vestry or secure cupboard or clipboard you may bring this out during church services, but it will still need to be looked after and stored away securely).

🞎 **Church magazines:**
What information are we sharing in this public document? Have they given permission for their information to be used?
also, if you are circulating a church magazine, is the recipients address on show?
**Solution:** please record any permission given for including full name and contact details in use within your magazine; if recipients addresses are on their copy of the magazines, then these should not be in the public area of church *(one solution is to remove the address, or to remove the magazines from public areas outside of service times).*

🞎 **Baptismal/Cradle roll:**
Technically individuals have given permission for themselves/their child to belong to the local church and therefore to have their name and date of baptism on a Baptismal/Cradle roll is reasonable (*but this is still being discussed*). However, is there any other information being published? Such as date of birth- **Solution:** if this is the case then the Baptismal roll will either have to be removed or updated to only show the necessary information.

🞎 **Visitors Book:**
Whilst this is likely to hold basic information in a public space, **Solution:** please include a disclosing statement reminding the entry writer that the book and therefore details will remain in a public space, and that they may be contacted and welcomed by the church at a future date.

🞎 **Circuit Directory:**
This holds a lot of information and should no longer be left in public spaces **Solution:** give specific copies to stewards and key role holders and make sure that they take responsibility to look after and dispose of them after they are out of date, or their position comes to an end. You may want to store a detailed copy in a locked vestry or secure cupboard or clipboard and therefore just bring this out during church services).

🞎 **Other**…