



GDPR05 V1: WAF-E&W DATA AUDIT

GDPR audit dated 15.9.2019

Review all databases, email lists, spreadsheets, paper documents and other lists of personal data. If there are any issues, identify what you need to do. If action is not clear, then highlight questions needing further insight. New consent forms, privacy notices, and new or revised policies or procedures may need to be implemented to ensure compliance with GDPR.

Ref No	Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation etc)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
1	Members List	To keep and maintain a list of members in the WAF-E&W, forming a mailing list for newsletters	Consent	National President and National Secretary hold most of the data. The promoters can access the list for use in their respective dioceses.	All data are saved on computers only accessed by the National President and National Secretary.	As long as the members consent for their data to be held.	Yes	Formalise a specific consent form and ensure compliance is followed through. Update members list as required.
2	List of Bishops	To be able to keep in touch, especially requests for spiritual directors, audience or visitation	Public Domain	National President and National Secretary hold the data. The promoters can access the list for local activities.	All data are saved on computers only accessed by the National President and National Secretary.	As long as the term of the individual Bishop.	No	

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3	Custodians of HPVS	To maintain a list of members who take responsibility for HPVS within the local diocese or parish.	Consent	HPVS Lead	All data are saved on computers, and password protected.	As long as the members consent for their data to be held.	Yes	Formalise a specific consent form and ensure compliance is followed through.
4	Pilgrimage List	To be able to organise and arrange pilgrimage travel and accommodation including itinerary of events whilst on pilgrimage.	Consent	National President and National Secretary hold the data. The Lead Spiritual Director and Lead Promoter/Organiser also have access to the information.	All data are saved on computers, and password protected.	Information is kept up to five years following the pilgrimage and then deleted with the exception of names and contacts which are included on the consented members list.	Yes	Yearly activity or as required. Check list to be developed for the next pilgrimage in 2020
5	Finance	??	legal	Finance Lead	All data are saved on computers, and password protected.	6 years including current year.	Yes	Charity status currently being sought and likely to take till end of 2019. Review when completed.

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Actions

Ref No	Action	Responsible Person	STATUS	DATE CLOSED
1	Formalise a specific consent form and ensure compliance is followed through.	Patrick	Revised consent forms issued for approval	30.9.2019
1	Update members list as required.	Jerry	List To be updated with any new members.	
3	Formalise a specific consent form and ensure compliance is followed through.	Patrick	Revised consent forms issued for approval	30.9.2109
4	Check list to be developed for the next pilgrimage in 2020	Patrick	open	
5	Charity status currently being sought and likely to take till end of 2019. Review when completed.	Steph	Open. Meeting arranged for 15.11.19 to discuss ICO	

Audited by:

Name(print) Patrick Cunningham Signature Date 15. September 2019

Checked By

Name(print) Jerry Rivera Signature Date 15. September 2019