

## RC Ayr - GDPR Compliance Timeline

As the new accountability principle of the GDPR requires an organisation to show evidence that it is complying with the principles of the regulation this document has been produced to document the processes that have taken place to integrate the new regulations with the organisations data collection and processing procedures.

Action	By Whom	By When	Completed?
Initial privacy notice fulfilling GDPR requirements published.	Chris	10th March 2018	Completed 9th March 2018
Publication of privacy notice online.	Chris	10th March 2018	Completed 9th March 2018
Creation of an online portal for training purposes, relating to the GDPR	Chris	10th March 2018	Completed 9th March 2018
Publish draft consent form to enable stakeholders to comment on the wording/layout	Chris	10th March 2018	
Data audit to clarify use of data, data storage, time limits.	Angela	31st March 2018	
Creation of internal procedures for data controller, data processor, data subject, data storage, data collection.	Chris/David/Angela	31st March 2018	
Review of consent form taking into account stakeholder feedback	Chris/David/Angela	31st March 2018	
Creation of internal procedures for data breach	Chris/David/Angela	30th April 2018	
Review of privacy note taking into account data audit, stakeholder feedback, internal procedures.	Chris/David/Angela	30th April 2018	
Implementation of consent form on all hard copy documents.	Chris David Angela	30th April 2018	
Implementation of consent form on all online documents	Chris	30th April 2018	

User training		30th April 2018	
Risk Matrix Review	Chris David Angela	1st May 2018	

## **RC Ayr - Risk Matrix**

Risks foreseen at present and **not** addressed by processes outlined in our current guidance:

<b>Risk</b>	<b>Implication</b>	<b>Action</b>	<b>Review Date</b>
Collection of personal data (images/video)	No explicit consent	Further research required	1st May 2018
Use of data from schools with regards to communion/ reconciliation etc	They would be passing this to a third party/we would be passing this to a third party	All our documents regarding sacraments must have a share with 3rd party message.  In terms of liability (f we take 3rd party data) where no explicit consent has been given we should seek explicit consent before processing such data.	1st May 2018
Collection of data at 'back of church'	No security provision	Disuse this practice? must be done online?	1st May 2018