



## Data Update Procedure

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*Other related policies and documents:*

- Privacy and Data Protection Policy
- Data Retention Policy
- Information Security Policy

Under GDPR law we are required to keep and maintain up-to-date and accurate records. In order to fulfil this we will do the following:

### **Annual Data and Consent Update**

We will conduct an annual review where current Data Subjects whose information is on our database will be reminded that we hold their data and to inform us of any changes. This will be sent via e-mail or letter.

Periodically we will carry out a thorough data and consent update of our database.

The church Secretary will:

- Write / email everyone on the current church database
- Inform them of the data we currently have
- Ask them to make any corrections or confirm it is all correct
- Inform them of the current consent we have obtained from them
- Ask them to grant or revoke any consent
- Use this information to update the database as necessary

The Data Protection Lead will:

- Oversee the annual review and periodic data consent update and assist the secretary where needed
- Review the Privacy and Data Protection Policy to ensure everything is being followed and done correctly