

**PRESBYTERY OF AYR: DATA PROTECTION RISK ASSESSMENT**

Form 1: Risk assessment for records held in church premises: to be completed for each church building within the congregation

Form 2: Risk assessment for records, wherever held: to be completed for each record-holder within the congregation

Form 3: Risk assessment Action Plan: to be completed by the Kirk Session [or Board] as Trustees of the congregation

Form 4: Schedule of Records Held: to be completed for the congregation

**Form 1: To be completed for every Church of Scotland building containing sensitive personal data stored in paper or digital form.**

Congregation:	Building:	Completed by: [name]	Post within congregation:	Date:
Are paper records containing sensitive personal data* stored in lockable storage area/cabinet?				
If so, how many people have keys to this storage area/cabinet?				
Are computers and laptops password protected?				
Is all digital sensitive personal data stored either: (i) in encrypted files on a computer or laptop (ii) or, on an encrypted device (such as an encrypted USB stick)				
Is the 'computer lock' facility in place when office bearers or employees are away from the device where the sensitive personal data records are being used?				
Are computer workstations in administrative areas of the church premises positioned so that the screen contents are not visible to the casual observer?				
Is the encrypted device always turned off/safely removed after use?				
Are all paper and digital files containing sensitive personal data kept up to date and archived as appropriate?				
Is sensitive personal data that is no longer required regularly purged?				
When transferring digital sensitive personal data out of the office is it transported safely, securely and with encryption?				

\*Sensitive Personal Data is Personal Data about an individual's racial or ethnic origin, political opinions, **religious beliefs**, trade union membership, physical or mental health, details of the commission or alleged commission of any offence and any court proceedings relating to the commission of an offence. A significant amount of Personal Data held by congregations will be Sensitive Personal Data as it could be indicative of a person's religious beliefs. Extra vigilance is required when dealing with any Personal Data.

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**Form 2: To be completed by every member of the congregation responsible for keeping sensitive personal data stored in paper or digital form.**

Congregation:	Completed by: [name]	Post within congregation:	Date:
What sensitive personal data records* in connection with the congregation do you hold in paper form?			
Are sensitive personal data paper records stored in a separate lockable storage area/cabinet?			
If so, how many people have keys to this storage area/cabinet?			
What sensitive personal data records in connection with the congregation do you hold in digital form?			
Are computers and laptops password protected?			
Is all digital sensitive personal data stored either: (i) in encrypted files on a computer or laptop (ii) or, on an encrypted device (such as an encrypted USB stick)			
Is the encrypted device always turned off/safely removed after use?			
Is the 'computer lock' facility in place when you are away from your device where the sensitive personal data records are being used?			
Are all paper and digital files containing sensitive personal data kept up to date and archived as appropriate?			
Is sensitive personal data that is no longer required regularly purged?			
When transferring digital sensitive personal data is it transported safely, securely and with encryption?			
Have you viewed the Law Department Data Protection Webinar found at <a href="http://clt-group.adobeconnect.com/p62etoisjy/">http://clt-group.adobeconnect.com/p62etoisjy/</a> (A <b>password</b> is required to view, which is: <b>cos2014</b> )			
Have you read your congregation's Data Protection Policy?			

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