

## Appendix 2 – Action plan for Dunblane Cathedral 2018

| Number | Action  | To be completed by   |
|--------|---|--|
| 1      | Migrate organisational data centrally to ChurchDesk. This will include membership email management via the ChurchDesk system, and will involve all Cathedral Organisations.   | Beginning of May 2018  |
| 2      | Move all roll, adherent and cradle roll membership records centrally. A new spreadsheet will be created with automation to create, delete and print details as required by Kirk Session and also to meet GDPR legal questions. Identify the roles and users who require access to this, and the type of access. | Beginning of May 2018. Work on this must start immediately.  |
| 3      | Data cleansing and tidy-up of rolls as part of point 2  | Mid-April 2018 at the latest                                 |
| 4      | Non-members or non-adherents permissions to be requested and followed up by organisations   | Beginning of May 2018  |
| 5      | As part of the review of giving undertaken by visiting elders, the elders need to confirm that the roll data held for members and adherents is current and correct.   | Review of Giving visitations                                 |
| 6      | Implement hall bookings via ChurchDesk forms  | End of June 2018   |
| 7      | Implement on-line diary as sole repository of Cathedral events, and bookings. Revalidate/amend resource classifications etc. as necessary   | Running in pilot mode by GDPR date                           |
| 8      | Training on diary use given to Hall staff and users   | Immediately prior to diary pilot. implementation – GDPR date |
| 9      | Agree to a regular confirmation of personal data held by Dunblane Cathedral, with an agreed refresh rate of, say, every two years, or at each Review of Giving. For non-member and non-adherents, this will need to be centrally administered and managed.  | End of 2018  |