**CHURCH - Data Mapping Form for Managing Trustees**

In order to comply with GDPR, Managing Trustees need to know what personal data they hold, where they get it from and how they use it. Below is a list of questions that will help Managing Trustees identify the personal data which is being processed by them. They will need to review all databases, spreadsheets, email lists, paper documents and any other form of list or documentation which contains personal data.

*Personal data is any information that can either directly or indirectly identify a living individual*

*Sensitive Personal Data under GDPR is described ‘Special Categories of Personal Data’ and is any information about a living individual regarding their racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.*

| column 1 | column 2 | column 3 | column 4 | column 5 | column 6 | column 7 | column 8 | column 9 | column 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Document/list description** | **For what purpose is the data held?** | **What data is collected?** | **Do you have explicit consent to use the data?** | **Do you process any Special Categories of personal Data?** | **How is the data held and what security measures are in place?** | **Who holds the data and who has access to it?** | **How long is the data kept for?** | **How is the data destroyed?** | **Is any data kept by or circulated to persons outside of the Methodist Church including any Ecumenical partners?** |
| Example:  *Church Directory[[1]](#footnote-1)* | *To provide a list of church members and office holders* | *Names, addresses, email addresses, telephone numbers* | *Yes* | *No[[2]](#footnote-2)* | *Data Collection consent form (locked filing cabinet) and*  *Church administrator’s Laptop (password protected)* | *Minister, Church Administrator,*  *Circuit Administrator, District Administrator* | *Until asked to remove* | *Paper shredder and electronic deletion from laptop* | *Yes, it is published on our website and freely available from the church* |
| Church directory | List of members & office holders | Name, Address, Phone, email | No | No | Administrator Computerpassword protected | Administrator | Until asked to remove or until no longer a member or office holder | Paper Shredder, Electronic deletion | No |
| Rotas | To ensure volunteers know when they are volunteering | Name, Address,  Phone, email | No | No | Hard Copy,  Organiser’s computer  password protected | Rota organiser | Until volunteering ends | Paper Shredder, Electronic deletion | No |
| Toddlers Group | List of those attending the Group For Safeguarding  Purposes | Name of Parent & Child, Address, Phone, Child’s DOB | No | No | Paper copy held in locked filing cabinet | Group Leader | Until Child leaves | Paper Shredder | No |
| Pastoral Lists | To enable pastoral care | Name, Address,  Phone, email | No | No | Hard copy,  Pastoral Secretary’s  Computer  Password Protected | Pastoral Visitors & Pastoral Secretary | Until member leaves or dies | Paper shredder,  Electronic  deletion | No |
| Trustee declarations | Compliance with Methodist requirements | Name, Address,  Phone, email,  DOB | No | No | Hard copy in locked filing cabinet | Minister, Church Council Secretary | Until no longer a trustee | Paper shredder | No |
| Church Council Members | Notification of Meetings | Name, Address,  Phone, email | No | No | Church Council Secretary computer  Password protected | Church Council Secretary | Until no longer a trustee | Electronic deletion | No |
| Worship Committee | Notification of Meetings | Name, Address,  Phone, email | No | No | Secretary computer  Password  Protected | Secretary | Until no longer a member | Electronic  deletion | No |
| Pastoral Committee | Notification of Meetings | Name, Address,  Phone, email | No | No | Pastoral Secretary’s  Computer  Password Protected | Committee Secretary | Until no longer a member | Electronic  deletion | No |
| Property & Finance Committee | Notification of Meetings | Name, Address,  Phone, email | No | No | Secretary computer  Password protected | Committee Secretary | Until no longer a member | Electronic deletion | No |
| Church Council Minutes | Compliance with Methodist requirements | Name, Address,  Phone, email | No | No | Hard copy and Secretary computer | Committee Secretary | Until Archived  (6 years) | Transfer to Archive | Archived to Public Record |
| Property & Finance Minutes | Compliance with Methodist requirements | Name, Address,  Phone, email | No | No | Hard copy and Secretary computer | Committee Secretary | Until Archived  (4 years) | Transfer to Archive after weeding | No |
| Pastoral Minutes | Compliance with Methodist requirements | Name, Address,  Phone, email | No | No | Secretary  Computer  Password  protected | Committee Secretary | Permanently  (CPD SO 054) | ? | No |
| Annual Church Report | Distribution  Of the  report | Name,  Address,  email | No | No | Church  Council  Secretary’s  Computer  Password  protected | Church  Council  Secretary | Until  No longer  a member | Electronic  Deletion | No |
| Safeguarding | DBS  Certification | None | N/A | No | On DDC Website,  On-line  Access  security | DDC Website,  Safeguarding  Officer | Until no  Longer a volunteer or  employee | ? | Yes |
| Baptismal Records | Compliance with Methodist requirements | ? | No | No | Church Safe | Minister | Permanently  (CPD SO 054) | Archived | ? |
| Marriage Records | Compliance with legal requirements | ? | No | No | Church safe | Minister | Permanently | Archived | Yes |
| Room Bookings | Manage Bookings & Supporting evidence for Church Accounts | Hirers  Contact  details | No | No | Bookings Secretary computer  Password protected | Bookings Secretary | 1 Year | Electronic deletion | No |
| Leases and Tenancies | Contractual | Tenants  Contact  details | No | No | Locked Filing Cabinet | Lettings  Agent | Agreement Term + 6 year | Archive | Yes |
| Contractors/Suppliers | Contact for work | Name, Address,  Phone, email | No | No | Property Steward Computer  Password protected | Property Steward | As long  as  required | Electronic deletion | Yes |
| Financial Accounts and other Records | Compliance with charity law | Name, Address,  Phone, email | No | No | Electronically  Password protected | Software supplier,  Treasurer & Gift Aid Secretary | Until archived  (7 Years) | Archive Accounts,  Destroy others | Archived to Public Record |
| Weekly/Monthly Giving & Gift Aid | Tax Refund | Name,  Address | No | No | Electronically  Password protected | Software supplier,  Treasurer & Gift Aid Secretary | 7 years | Electronic deletion | Yes |
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1. Other examples include preaching plans, employment contracts, DBS checks, safeguarding contracts, rotas, accounts, invoices/ contracts, CCTV, mailing lists, pastoral records and records of third party groups using church premises etc. [↑](#footnote-ref-1)
2. A lot of the records held reveal member’s religious belief, usually treated as a “special category” of personal data. Updated clarification of the status of such information in the context of the Methodist Church is being obtained and Managing Trustees will be informed of the outcome. For now please indicate if the data includes any **other** “special category” personal data. [↑](#footnote-ref-2)