

Data Map Briggswath & Sleights – March 2023

In order to comply with GDPR and the Data Protection Act 2018, 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 as ‘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.

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?
Membership and adherent List	To provide a list of church members and adherent. Enable them to be included on pastoral roll and church contact list	Identity. Address Contact details.	Necessary for legitimate interests of church and its membership and adherents.	No	Data Collection form and lists in locked cabinet, and membership and adherent lists On Minister’s and Church Council secretary’s secure laptop	Minister in pastoral charge, Church Council Secretary and relevant office holders	Reviewed annually and moved from current list when no longer a member or adherent.	Electronic copies - deletion from laptop. Paper copy – permanent retention with a superseded copy to archive	No

Office holders list	To provide details of Church Council office holders, other roles, and worship leaders, local preachers	Identity. Address. Contact details	Legitimate interest	No	Kept in locked cabinet and Church Council secretary's secure laptop	Minister in pastoral charge, Church Council secretary and relevant office holders.	Reviewed annually and moved from current list when no longer in role.	Electronic copies - deletion from laptop. Paper copy – permanent retention with a superceded copy to archive	No
Pastoral records	To keep and maintain pastoral records. To enable pastoral visitors to keep in contact	Identity; Contact; Member and Group; Pastoral data; Special category (health)	Legitimate interest.	Where relevant, may include reference to health in relation to individuals	Kept in locked cabinet Held electronically by pastoral secretary.	Minister in pastoral charge. Church Council secretary. Pastoral secretary	Reviewed annually. While individuals remain on pastoral roll..	Superceded copies retained 75 years as per safeguarding then deleted	No
Pastoral general	Include individual's details in prayer requests and other news church members and those in regular contact with church wish to share	Identity; Contact; Member & group; Pastoral data; Special category (health).	Legitimate interest. Consent	Where relevant, may include reference to health in relation to individuals	Kept in locked cabinet and Church Council secretary's secure laptop. Where prayer requests/ news circulated by email, BCC used	Minister in pastoral charge. Church Council secretary. Pastoral secretary	Reviewed annually. While individuals remain on pastoral roll. Where consent revoked	Shredded and/or deleted. A superceded copy to archive subject to 30 year rule	No
Rotas & volunteer lists	To compile rotas for stewards and volunteers.	Identity	Legitimate interest	No	Paper or electronic form on a "need to know" basis	Minister in pastoral charge, stewards, individuals named on a particular rota	For the duration of the rota period	Shredded or deleted depending on the medium	No

<i>Circuit preaching plan</i>	<i>Three monthly plan of preaching appointments across the North Yorkshire coast circuit</i>	<i>Identity</i>	Legitimate interest	<i>No</i>	<i>Electronic form on a need to know basis</i>	<i>Ministers, supernumerary minister, lay pastors Circuit Admin, lay preachers, worship leaders, church stewards, organists and other relevant individuals</i>	<i>For the duration of the rota period</i>	<i>Deleted. A superceded printed copy to archive</i>	<i>Ecumenical partners in circuit</i>
<i>Weekly church notice sheet</i>	<i>Provide worship information to members and adherents and those involved in leading worship.. News about the church community, forthcoming events and promoting church events and activities.</i>	<i>Identity Contact details</i>	Legitimate interest	<i>No</i>	<i>Printed copies in porch Electronic copies to relevant individuals</i>	<i>Minister in pastoral charge, stewards, organist, IT operator. Paper copies offered at door to people attending service</i>	<i>Until no longer current</i>	<i>Electronic copies deleted</i>	<i>No</i>
<i>Website</i>	<i>Information about services, events and regular activities. Details of church office holders. Contact information.</i>	<i>Identity. Contact details Images</i>	Legitimate interestt	<i>No</i>	<i>Online web host. Password access to update/amend only by authorised individual</i>	<i>Public website</i>	<i>Removed or amended when no longer current or relevant</i>	<i>Deleted</i>	<i>Publically available in read only mode</i>
<i>Contact</i>	<i>Circuit Directory to publicise details of ministers lay preachers and ,church and circuit office holders and relevant employees and volunteers</i>	<i>Identity Contact details</i>	Legitimate interest.	<i>No</i>	<i>Document published at Circuit Office and circulated in electronic format. No access to amend by individual churches</i>	<i>Electronic copy held by incumbents of relevant church or circuit roles based at Briggswath and sleights church</i>	<i>Until superceded by updated copy</i>	<i>Superceded copy deleted and replaced by current edition</i>	<i>Ecumenical partners in circuit</i>

Miscellaneous	General correspondence	Identity	Legitimate interest	No	Locked cabinet	Stewards, minister in pastoral charge	Conclusion of matter + 1 year	Destroy	No
Miscellaneous	Visitors book	Identity	Implied consent	No	Church porch	Curated by stewards	Last entry plus 5 years	Destroy	No
Miscellaneous	Photographs and videos of events	Images	Consent	No	Website Display	Printed copy electronic	24 months after event – selected items retained for historic purposes and consent retained	Destroy/delete as appropriate. Selected items archived	No
Safeguarding	Safeguarding (DBS and training records) of relevant B&S members. Volunteer records (safer recruitment). Signed declarations	Identity, role, church, issue and expiry date	Legal obligation	No	Secure laptops	Electronic form by church safeguarding coordinator. Held on consolidated spreadsheet by Circuit Administrator	Retain for 75 years	Deleted	Only in accordance with Methodist safeguarding procedures and legal requirements
Safeguarding	Records of safeguarding concerns within church or related activity, including any relevant risk assessments	Identity, other relevant personal data	Legal obligation	If, and only if, relevant to safeguarding (Sched 1, Part 2, Sec 18 DPA 2018)	Paper form held locked cabinet. Where forwarded as per safeguarding procedures – encrypted form (electronic) or double envelope (paper)	Where notes of report held in church – minister in pastoral charge on secure laptop. Documents forwarded on as per Methodist safeguarding procedures	Retain for 75 years	Deleted	Only in accordance with Methodist safeguarding procedures and legal requirements

Church records	Church Council meeting.	Identity, role	Legitimate interest	No	Paper form in locked cabinet and current copies on secure laptop	Church council secretary, Minister in pastoral charge, members of church council	Signed, approved copy retained current connexional year + 5. Other copies deleted/shredded	Archive	No
Church records	Meetings reporting to Church Council	Identity, role	Legitimate interest	No	Paper form in locked cabinet and current copies on secure laptop	Church council secretary, Minister in pastoral charge, members of church council	Signed, approved copy retained current connexional year + 3. Other copies deleted/shredded	Archive after weeding	No
Church records	Baptism registers	Identity	Legitimate interest	No	Paper form in locked cabinet	Minister in pastoral charge Church stewards	Permanent retention whilst register or church in use	Archive	No
Church records	Marriage registers	Identity,	Legal obligation	No	Paper form in locked safe	Minister in pastoral charge	Permanent retention. From May 2021 one copy of Register to be retained by church	Archive	Registrar
Church records	H & S accident reporting books - adults	Identity, other relevant factors	Legal obligation	No	Paper form in locked cabinet	Minister in pastoral charge. Church stewards	Date of incident plus 3 years	Destroy	No
Church records	H & S accident reporting books - children	Identity, other relevant factors	Legal obligation	No	Paper form in locked cabinet	Minister in pastoral charge. Church stewards	Date when child attains age 21 plus 3 years	Destroy	No

<i>Finance</i>	<i>Gift Aid declarations and records</i>	<i>Identity, banking details</i>	Legal obligation	<i>No</i>	<i>Paper form in locked cabinet</i>	<i>Gift Aid secretary</i>	<i>Current connexional year +6 (Limitation Act 1980)</i>	<i>Destroy</i>	<i>HMRC</i>
<i>Employment</i>	<i>Details and documents re employment of cleaner and organist</i>	<i>Identity, contact details Banking details</i>	Legal Obligation	<i>No</i>	<i>Paper form in locked cabinet</i>	<i>Relevant church stewards</i>	<i>Current tax year +6. Statutory requirement/retain for duration of employment contract</i>	<i>Destroy</i>	<i>HMRC</i>
<i>Property</i>	<i>Management of residential lettings</i>	<i>Identity, contact and banking details. Contracts</i>	Legal obligation	<i>No</i>	<i>Paper form locked cabinet</i>	<i>Relevant church stewards</i>	<i>6 years after end of agreement (commercial practice)</i>	<i>Archive</i>	<i>Solicitor</i>
<i>Data protection</i>	<i>Records in relation to requests re rights by data subject</i>	<i>Identity. Contact details. Proof of identity where required.</i>	Legal obligation	<i>No</i>	<i>Paper form in locked cabinet. TMCP in accordance with published procedures</i>	<i>Stewards Minister in pastoral charge TMCP</i>	<i>7 years after the last contact with data subjects</i>	<i>Destroy or delete</i>	<i>ICO</i>
<i>Data protection</i>	<i>Consent records, forms and data collection forms</i>	<i>Identity</i>	Legal obligation	<i>No</i>	<i>Locked cabinet</i>	<i>Stewards Minister in pastoral charge</i>	<i>End of connexional year +2</i>	<i>Destroy or delete</i>	<i>No</i>