Data Mapping – Non-exhaustive examples of each category

Below, is a non-exclusive list of examples that have been produced by the Data Protection Working Party following a data mapping exercise involving a selection of local Churches, Circuits and Districts across the Connexion.

Document list/description:

Member and group lists:

- Church membership database (Email lists) / Church Directory
- Women's Fellowship membership database
- Men's Fellowship membership database – some men's groups involve people from a range of towns and churches
- Sunday School records
- Youth fellowship database
- Young Adults Fellowship membership database
- Wednesday Fellowship Bible Study group database
- Wonders of Walworth (WoW) membership database
- Rotas / volunteer lists
- Toddler Group Registration Forms (we have lots of groups)
- Parent contact list
- Pastoral Lists
- Prayer Diary
- Visitors book
- Non-members database (Community Roll) - for contacting non-members connected to the church
- Mailing lists

Church office holders / employees / volunteers:

- Class leaders' lists
- Trustee declarations
- Employment records / contracts
- Church Council
- Worship Committee
- Role Descriptions

Governance processes:

- Minutes of Meetings
- Annual Reports
- Annual Report to Charity Commissioners
- Ministerial and other e-mails and electronic documents

- Ad-hoc letters to individuals - communication with individuals within and outside of the church relating to church business
- Training Records

Safeguarding documentation:

- Safeguarding self-declarations
- Safeguarding records - confidential relating to incidents
- Safeguarding contracts
- Volunteer records (safer recruitment)
- DBS checks

Records:

- Baptismal records
- Confirmation records
- Marriage records
- Funeral records
- Pastoral records

Administration – Events and use of premises:

- Orders of service
- Circuit Plan (one church has this in limited form so contact details not made public)
- Church notices
- Room bookings and lettings
- Licenses, leases and tenancies
- Invoices, contracts and contractor lists, supplier details
- CCTV
- Outside organisations using the church premises
- Church Archives
- Back up files
- Catering Records
- Registration Forms

Neighbouring fellowship groups who use the church premises:

- Ghana Fellowship membership database
- Sierra Leone Fellowship membership database
- Nigerian Membership database
- Nigerian Treasurers Finance list
- Nigeria Fellowship membership database
- Zimbabwe Fellowship membership database

Financial information:

- Accounts, Weekly giving, special financial appeals and gift aid

- Auditor information

Website and social media:

- Church website (photos)
- Church Facebook page

For what purpose is the data held:

To provide a record of church members/office holders and their contact details

- Address list kept for electronic communication inside and outside church community
- To maintain lists of members and those with pastoral connection (note may include children of members/connected persons)
- To provide contact details of Minister and stewards

To enable pastoral care, visits and contact from the church

- To contact members when necessary/for prayer chains; organise church events / meetings

Church services and events

- News about the church community and members, distributed weekly.
- To ensure that volunteers know when they are volunteering
- Plans for services in the Circuit
- To provide worship information to Church Members and Adherents and all those involved in leading worship
- Promoting church events and activities

Property

- To manage lettings and the allocation of rooms
- CCTV images covering the car parks and part of the interior of the premises are stored for security purposes
- Recording people who have visited the church

Compliance with CPD

- To fulfil Methodist requirements
- To maintain a record of those who have died for statistics and contact details for family members for ongoing pastoral care
- Statistics for Mission

To ensure and demonstrate compliance with Safeguarding Policy

- Record of Sunday School members, contact details for parents in emergency and any other info required for the safeguarding of children

- Enable safe management and functioning of toddler groups
- Safeguarding purposes including DBS checks, safeguarding training records, safeguarding signed declarations, Church role descriptions.
- Data is used when people want to take on roles that need a DBS. Also used to trigger DBS refresh requests and re-training reminders.

Employment

- To fulfil statutory requirements on employment and better management of staff. Including Administration and Work Permits.
- Staff administration.

Financial Records, Property Records and future planning

- To ensure and demonstrate compliance with charity law
- Financial Accounting
- Tax Returns
- To maintain supporting evidence for church accounts and Gift Aid claims

Compliance with the Law

- To maintain a list of those who have been baptized / confirmed and received into membership / who wish to be married and records of marriages as required by statute.

Fellowship Groups

- To provide a record of fellowship members and their contact details.
- To provide a record of fellowship members and payment of annual subscriptions and any other payments levied for membership

Ministerial correspondence

- To aid the running of the church and to protect individuals in case of future legal action

Other (specify)

What data is collected:

- Personal details - (specify - name, address, email, telephone, date of birth, emergency contact, sexual orientation, ethnicity, etc.)
- Financial details - (specify - bank account, credit card details, NI, Tax reference etc.)
- Health information
- Images/ Voice recordings
- Passport/driving licence/national ID card details
- Criminal convictions/offences
- Education & training

- Employment details (specify – CV, references, annual appraisals, employment status, work permit, leave, sickness etc.)
- Other (specify)

Do you have explicit consent to use the data?

Has consent been recorded – can you provide evidence that consent has been given? Includes photos used online for church activities.

NB Explicit consent cannot be implied.

Do you process any special categories of personal data?

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.

[Please ensure you state the special category type]

How is the data held and what security measures are in place?

Church computers/devices:

- Church computers, and mobile devices are all password protected.

Personal computers/devices:

- Toddler group registration form - a computer record is kept by the leader on a home computer. This is deleted when child leaves.
- Safeguarding records - all are held by the Safeguarder on a secure computer.
- Email correspondence - personal computers owned by minister and other members of the church and adherents
- On computer of person who compiles notice sheet

Electronic format (specify whether church or personal computer in use):

- Excel/Access database
- Ad hoc Word & Excel documents
- External hard drive (newer ones are password protected)

Paper copies (some in church premises – others in people's homes):

- Completed forms are kept in locked filing cabinet.
- Some registers (baptismal) kept in safe. Only ministers have access.
- Kept in file in church office.
- Letting Officer's home paper files
- Paper copy of Gift Aid Declaration held by the Treasurer at home
- Personnel files are stored in locked filing cabinet. Data pertaining to payroll is held by finance officer on paper and electronically (password protected)

Copies shared with people in the church who need to know (usually church officers):

- On paper but electronic copies are circulated to preachers and other "need to know" people.
- Individual lists are held by individual pastoral leaders in paper form and electronic.

Shared with 3rd parties/systems (including social media):

- Data is submitted to the Charity Commission via password protected webpage.
- Cloud services (e.g. Dropbox, icloud, Google Drive, OneDrive, others) – password protected
- Copies of leases also stored by solicitor
- Data is stored in online booking software (password protected)
- Church website providers
- Men's fellowship list - on a computer & on a Mail Chimp (or similar) service. Was a Church member but now handed to someone in another (non-Methodist) Church
- Parent contact list - on an online mobile phone texting service
- Notices - Paper and electronic format including social media

Photo/video:

- CCTV images can be viewed within church office or at front desk
- Photo boards at church and electronically on minister's password protected computer and tablet to help them learn names

Visitors books:

- Kept in church porch

Other (specify)

Who holds the data and who has access to it?

- Ministers
- Administrators (Church / Circuit / District)
- Specific officers/leaders in the church (finance officer, safeguarding officer, class leader etc)
- Lay people who are involved in recruitment
- Volunteers

- Church IT lead – Database Manager or Webmaster. Some churches use website providers.
- Circulated to all members
- Visitors book is accessible to all
- Are circuit plans / rotas etc displayed publically? Either in hard copy or online?
- Some data is shared with regulatory bodies for legal purposes i.e. Charity Commission
- Any officers of churches using the premises?
- Administrators of church social media accounts
- Archives shared with circuit / district archivist
- Printers may have access to circuit plans
- Payroll service providers will have access to employee records
- Other (specify)

How long is the data kept for?

- If a statutory requirement:
    - identify which particular section of law/regulation sets out the retention period
    - specify whether a maximum or minimum period
    - Safeguarding, Employment and Financial records retention periods are governed by law (and listed in Methodist Church retention schedules)
- Good practice – refer to Methodist Church retention schedules
- Until the individual asks their data to removed
- As long as an individual remains in a particular role
- Data reviewed annually
- Rotas – until rota no longer in use
- Other reason (provide an explanation)

How is the data destroyed?

- Paper shredder
- Electronic deletion from laptop (both church owned and those using password protected individual PCs)
- Where data is held by more than one person – is action taken to ensure all is deleted simultaneously?
- Transferred securely to archivist
- Marriage records returned to the Registry Office
- Where PCs are sold / recycled is data deleted beforehand?
- Individuals responsible for destruction of public documents such as circuit plans
- Data on church websites (including photos) – how is data is deleted from the church website/social media account

- Other (give details)

Is any data kept by or circulated to persons outside of the Methodist Church?

Legal requirements:

- Charity Commission (Trustee Declarations)
- Registry Office (statutory requirements for marriage records)
- Employment Records (Only as required to comply with tax purposes and to demonstrate compliance with legislation.)
- CCTV – if required by police or for legal action
- Licenses, Leases and Tenancies with solicitor
- Financial info – with HMRC and Auditors
- Safeguarding info – to social services if required
- Wedding and Funeral info – sent to accountant for tax return

Archiving:

- Minutes of Meetings and Annual reports – may be archived as public record

Data on church website/social media accounts or on hard copies that can be accesssed at public events:

- Photos on website
- Facebook information
- Notices of various kinds – made public, printed copies available, published online
- Visitors book – open to be read
- Church prayer lists – potentially online
- Orders of service – potential to be circulated outside the Methodist Church

Groups where not everyone is a member of the Methodist Church – usually multi-denomination groups (but have regular contact with):

- Men's group – shared within the local church community (this is with churches outside Methodist churches)
- Some groups are led by people outside the church
- Uniformed Organisations using the premises (Rainbows, Brownies, Guides, Rangers and most of the boy equivalents)

Docs which non-Methodist ministers need to see:

- Circuit plan – to ministers from other denominations who are on the plan

Baptisms / Funerals / Confirmation:

- Funeral records - Undertakers will have own records, copies for families.

- Baptismal registers - Occasionally copies are requested of Baptism Certificates to facilitate weddings in other Christian denomination Churches.
- Baptism and confirmation registers - Families for baptism; God parents, individuals for confirmations
- Some churches display the name and date of baptism on a cradle roll/'First Steps' listing displayed in the church.

Cloud storage:

- If computer system used for circuit plan making, then software and Cloud provider has access to the information

Others (please specify)