

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.

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: <i>Church Directory¹</i>	<i>To provide a list of church members and office holders</i>	<i>Names, addresses, email addresses, telephone numbers</i>	Yes	No ²	<i>Data Collection consent form (locked filing cabinet) and Church administrator’s Laptop (password protected)</i>	<i>Minister, Church Administrator, Circuit Administrator, District Administrator</i>	<i>Until asked to remove</i>	<i>Paper shredder and electronic deletion from laptop</i>	<i>Yes, it is published on our website and freely available from the church</i>

The accompanying list of examples for each category is a useful tool to jog your memory to ensure you don’t forget anything but you may have additional items specific to your church. It is a comprehensive and practical list of situations in which personal data is processed by Methodist Managing Trustees.

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.

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.