**Template Processor Record for Managing Trustees**

***Print off this Template* Processor Record for Managing Trustees *and complete the information relating to the specific managing trustee body in the unshaded (white) numbered boxes. This will provide the managing body with a central record of how they deal with personal information in accordance with Article 30(2) of the General Data Protection Regulation (GDPR). For guidance on how to use and complete the record please refer to the* Template Processor Record page *and the guidance on the record in italics:***

|  |
| --- |
| **PROCESSOR** |
| **Name and contact details** | **Representative (if applicable)** |
| **Name of managing trustee body:** | **1.** [[Church Council] OR [Circuit Meeting] OR [District Synod]] of [NAME OF MANAGING TRUSTEE BODY][[1]](#footnote-1) | **Name of representative:** | **6.** [INSERT NAME OF LOCAL CONTACT RESPONSIBLE FOR DATA PROTECTION] |
| **Circuit/District name and number:** | **2.** [[2]](#footnote-2) | **Address:** | **7.** Same as managing trustee body.OR[*Insert contact address for the local representative* – *avoid using personal/home address if possible*] |
| **Address:** | **3.**[[3]](#footnote-3) |
| **Email:** | **4.** | **Email (if different):** | **8.** |
| **Telephone:** | **5.** | **Telephone (if different):** | **9.** |

|  |
| --- |
| **CONTROLLERS** |
| **Trustees for Methodist Church Purposes**Responsible for general data protection issues involving Managing Trustees arising in respect of day to day matters such as lists of members, third party users of church premises and lay employees employed by Local Churches, Circuits and Districts. | **Connexional Team** (registered under the name of the Methodist Church in Great Britain)Responsible for data protection matters involving Managing Trustees concerning safeguarding and complaints and discipline issues. |
| Trustees for Methodist Church PurposesCentral BuildingsOldham StreetManchesterM1 1JQ | The Methodist Church in Great BritainThe Conference OfficeMethodist Church House25 Marylebone RoadLondonNW1 5JR |
| Name or title of Working Party contact: Laura Carnall, Legal ManagerTel: 0161 235 6770Email: dataprotection@tmcp.methodist.org.ukWeb: [www.tmcp.org.uk](http://www.tmcp.org.uk/) | Name or title of Working Party contact: Sarah Wadman, Internal Services ManagerTel: 0207 486 5502Email: dataprotection@themethodistchurch.org.ukWeb: [www.methodist.org.uk](http://www.methodist.org.uk/) |
| **RECORD OF PROCESSING ACTIVITIES FOR MANAGING TRUSTEES – ARTICLE 30** |
| **Categories of personal data:** | See paragraph 2 of the [Managing Trustees' Privacy Notice](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) | **Breach record:** | **11.** **See the breach record located** [*Insert details of where this can be found e.g. in the folder marked “breach” in the locked filing cabinet in the church office or insert filename and drive if a soft copy record is filed.*] |
| **Consents record:** | **10.** **See the consent record located** [*Give details of where this can be found e.g. in the folder marked “consent” in the locked filing cabinet in the church office or insert filename and drive if a soft copy record is filed.*] | **Retention period:** | Full details of retention periods for data processed by the Methodist Church in Great Britain can be found on the Methodist Church website at: <http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/archivists/> |
| **Lawful basis record:** | See the [Managing Trustees' Privacy Notice](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) for details of the lawful bases identified for different types of processing and the [Lawful Basis Guidance Note](https://www.tmcp.org.uk/about/data-protection/resources/guidenotes/lawful-bases-guidance) for reasons why these lawful bases have been selected. Details of the types of contracts, legal obligations and legitimate interests relied upon are set out in the [Managing Trustees' Privacy Notice](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) and [Non-Exhaustive List of Examples](https://www.tmcp.org.uk/kcfinder-uploads/files/data-mapping-examples.pdf). | **Technical and organisational security measures:** | See the general description of technical and organisational security measures set out in the [Security Policy](https://www.tmcp.org.uk/protected-content). |

|  |
| --- |
| **CATEGORIES OF PROCESSING** |
| **Categories of processing****12.** See [Data Mapping Form for Managing Trustees](https://www.tmcp.org.uk/about/data-protection/resources/standard-documents-and-forms/data-mapping-form), located *[insert details of where this can be found e.g. in the folder marked “data mapping” in the locked filing cabinet in the church office or insert filename and drive if a soft copy record is filed] for details.*  | **Column 1****Transfers of personal information to countries outside of the EU or to international organisations***This column ONLY needs to be completed if the managing trustee body transfers personal information to countries outside of the EU or to international organisations e.g. if details of members were sent overseas as part of a volunteer programme.* | **Column 2****Technical and organisational security measures***This column must be completed with* any particular local security measures *over and above those set out in the* [Security Policy](https://www.tmcp.org.uk/protected-content) *to manage the* different categories *of processing listed on the left hand side of the table.* |
| **A general summary of categories of processing, taken from the** [**Managing Trustees' Privacy Notice**](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice)**, is set out below.****Except where indicated otherwise, these processing categories are carried out under the controllership of TMCP.** | **Names of third countries (countries outside of the EU) or international organisations that personal data are transferred to (if applicable)[[4]](#footnote-4)/** Safeguards for exceptional transfers of personal data to third countries or international organisations[[5]](#footnote-5) | **General description of technical and organisational security measures (if possible)** |
| **A – Administration**(1) Charity(2) Premises(3) Local Website(s) |  |  |
| **B – Contact**(1) Incoming; Circulate contact information to allow members and non-members to contact the Church.(2) Outgoing; Contact/ engage with members and non-members about Mission, events and activities. |  |  |
| **C – Correspondence**Dealing with enquiries. |  |  |
| **D - HR Management**Personnel documentsComplaints and discipline[[6]](#footnote-6) |  |  |
| **E** **- Lists – maintaining & keeping**Keeping lists of members, adherents, group lists,Contact details for Managing Trustees and their roles.Members of internal and external committees.Bank details. |  |  |
| **F – Pastoral**Providing pastoral support to members, adherents and the wider community. |  |  |
| **G** **-** **Records**Keeping and maintaining official recordsRecords of correspondenceKeeping records of transactions |  |  |
| **H – Safeguarding arrangements**Collating and maintaining safeguarding records and practice in accordance with the Safeguarding Policy.[[7]](#footnote-7) |  |  |
| **I – Security** |  |  |
| **J – Targeted marketing/ fundraising** |  |  |

1. Delete the square brackets as appropriate and insert the name of that body to leave you with the managing trustee body name e.g. Church Council of High Town. [↑](#footnote-ref-1)
2. Insert the name and number of the Circuit and/or District. [↑](#footnote-ref-2)
3. Insert general contact details for the managing trustee body e.g. the church office address or the local Manse. [↑](#footnote-ref-3)
4. Insert details opposite the relevant category of processing *if* personal information is transferred to third countries and international organisations. [↑](#footnote-ref-4)
5. Insert details of extra security measures put in place where there has been such a transfer. [↑](#footnote-ref-5)
6. Processing for the Connexional Team. [↑](#footnote-ref-6)
7. Processing for the Connexional Team. [↑](#footnote-ref-7)