

Data Mapping – Individual record

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 table that will help identify the personal data which is being processed by them. It will need to be completed for each type of document/list held within the church.

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

Name of person completing form

Role with church

Name of church

Name of document / list See Data Mapping 1 – Document types	
For what purpose is the data held? See Data Mapping 2 - Purpose	
What data is held? Tick all that apply See Data Mapping 3 - Collection	<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Landline <input type="checkbox"/> Mobile phone <input type="checkbox"/> Email <input type="checkbox"/> Church Role
What additional data is held? Tick all that apply	<input type="checkbox"/> Date of Birth <input type="checkbox"/> Next of Kin/Emergency contact <input type="checkbox"/> Food allergies <input type="checkbox"/> Access requirements <input type="checkbox"/> Bank Details
Other personal data held: <i>for example Safeguarding records; DBS records</i>	
How is this data collected/recorded?	
Do you require explicit consent to use this data?	Yes / No (if Yes, have you completed the Consent record?)
Do you process any Special Categories of Personal Data? .	Yes / No
<i>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</i>	
How is this data held? See Data Mapping 4 - Security	
What security measures are in place?	

Who holds this data (name/role) This is the person responsible for keeping the data up to date	
Who else has access to this data (name/role)?	
How long is the data kept for? See Data Mapping 4 – Retention	
How is the data destroyed?	
Will any of the data be circulated outside of the Methodist Church?	Yes / No (If Yes, has explicit consent been recorded?)