**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](https://www.sheffieldmethodist.org/lib/F648389.pdf) |  |
| **For what purpose is the data held?** See [Data Mapping 2 - Purpose](https://www.sheffieldmethodist.org/lib/F648391.pdf) |  |
| **What data is held?** Tick all that apply*See* [Data *Mapping 3 - Collection*](https://www.sheffieldmethodist.org/lib/F648395.pdf) | [ ]  Name[ ]  Address[ ]  Landline[ ]  Mobile phone[ ]  Email[ ]  Church Role |
| **What additional data is held?**Tick all that apply | [ ]  Date of Birth[ ]  Next of Kin/Emergency contact[ ]  Food allergies[ ]  Access requirements[ ]  Bank Details |
| **Other personal data held:** *for example Safeguarding records; DBS records* |  |
| **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 |
| *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* |
| **How is this data held?**See [Data Mapping 4 - Security](https://www.sheffieldmethodist.org/lib/F648396.pdf) |  |
| **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](https://www.sheffieldmethodist.org/lib/F648397.pdf) |  |
| **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?) |