

Types of documents/lists

Please note that this is not an exhaustive list of all the different types of documents and lists which may contain personal data.

Membership and group lists

- Church members
- Non-members (adherents)
- Pastoral List
- Attendance list
- Fellowship group members (eg Young Wives/Men's Fellowship)
- Bible study members
- Prayer group members
- Craft group members (eg Knit & Natter)
- Mailing lists
- Rotas (eg roles with a service)
- Prayer diary
- Preaching Plan
- Baptismal Role

Forms/Records

- Registration forms
 - Toddler group
 - Youth Club
 - Sunday School
 - One-off event (eg Youth Weekend)
- Employment contract
- Gift Aid declaration
- Safeguarding Declaration
- Volunteer record (safe recruitment)
- Room Bookings
- Marriage / Funeral / Baptism / Confirmation records
- Pastoral Records

Documents

- Minutes of meetings
- Annual Reports
- Ad-hoc communications (letters / emails)
- Orders of service
- Invoices

Other

- Photographs (church notice boards)
- Church Website
- Church Social Media (Facebook / Twitter / Instagram etc)