

For what purpose is the data held?

To provide a record of church members/office holders and their contact details

- Address list kept for electronic communication inside and outside church community
- To maintain lists of members and those with pastoral connection (note may include children of members/connected persons)
- To provide contact details of Minister and stewards

To enable pastoral care, visits and contact from the church

- To contact members when necessary – eg for prayer chains;
- To organise church events / meetings

Church services and events

- News about the church community and members, distributed weekly.
- To ensure that volunteers know when they are volunteering
- Plans for services in the Circuit
- To provide worship information to Church Members and Adherents and all those involved in leading worship
- Promoting church events and activities

Property

- To manage lettings and the allocation of rooms
- CCTV images covering the car parks and part of the interior of the premises are stored for
- security purposes
- Recording people who have visited the church

Compliance with CPD

- To fulfil Methodist requirements
- To maintain a record of those who have died for statistics and contact details for family members for ongoing pastoral care
- Statistics for Mission

To ensure and demonstrate compliance with Safeguarding Policy

- Record of Sunday School members, contact details for parents in emergency and any other info required for the safeguarding of children
- Enable safe management and functioning of toddler groups
- Safeguarding purposes including DBS checks, safeguarding training records, safeguarding signed declarations, Church role descriptions.
- Data is used when people want to take on roles that need a DBS. Also used to trigger DBS refresh requests and re-training reminders.

Employment

- To fulfil statutory requirements on employment and better management of staff. Including
 - Administration
 - Work Permits.
- Staff administration.

Financial Records, Property Records and future planning

- To ensure and demonstrate compliance with charity law
- Financial Accounting
- Tax Returns
- To maintain supporting evidence for church accounts and Gift Aid claims

Compliance with the Law

- To maintain a list of those who who have been baptized / confirmed and received into membership
- To maintain a list of those who wish to be married and records of marriages as required by statute.

Fellowship Groups

- To provide a record of fellowship members and their contact details.
- To provide a record of fellowship members and payment of annual subscriptions and any other payments levied for membership

Ministerial correspondence

- To aid the running of the church and to protect individuals in case of future legal action