

Data collection

What Data is held?

- Personal details –
 - name,
 - address,
 - email,
 - telephone (landline / mobile),
 - date of birth,
 - emergency contact,
 - sexual orientation,
 - ethnicity
- Financial details
 - bank account,
 - credit card details,
 - NI,
 - Tax reference
- Health information
- Images/ Voice recordings
- Passport/driving licence/national ID card details
- Criminal convictions/offences
- Education & training
- Employment details
 - CV,
 - references,
 - annual appraisals,
 - employment status,
 - work permit,
 - leave,
 - sickness

How is the data collected?

- Paper or online form
- Reported in other document (eg minutes of meeting)

Do you have explicit consent to use the data?

- Has consent been recorded – can you provide evidence that consent has been given?
- Includes photos used online for church activities.

Do you process any special categories of personal data?

Sensitive Personal Data under GDPR is described '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,
- trade union membership,
- 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.