

## Security

### How is the data held and what security measures are in place?

#### Electronic Devices

**1. Church computers/devices:**

**2. Personal computers/devices:**

- Toddler group registration form - a computer record is kept by the leader on a home computer. This is deleted when child leaves.
- Safeguarding records - all are held by the Safeguarding Officer on a secure computer.
- Email correspondence - personal computers owned by minister and other members of the church and adherents
- On computer of person who compiles notice sheet

**3. Electronic format (specify whether church or personal computer in use):**

- Excel/Access database
- Ad hoc Word & Excel documents
- External hard drive (newer ones are password protected)

#### Paper

**4. Paper copies (some in church premises – others in people's homes):**

- Completed forms are kept in locked filing cabinet.
- Some registers (baptismal) kept in safe. Only ministers have access.
- Kept in file in church office.
- Letting Officer's home paper files
- Paper copy of Gift Aid Declaration held by the Treasurer at home
- Personnel files are stored in locked filing cabinet. Data pertaining to payroll is held by finance officer on paper and electronically (password protected)

#### Images

**5. Photo/video:**

- CCTV images can be viewed within church office or at front desk
- Photo boards at church and
- Electronically on minister's password protected computer and tablet to help them learn names

### Who holds the data / Is responsible for keeping it accurate and up to date?

- Ministers
- Administrators (Church / Circuit / District)
- Administrators of church social media accounts
- Specific officers/leaders in the church (finance officer, safeguarding officer, class leader etc)

### Who else has access to this data (may include holding a copy)

- Ministers
- Administrators (Church / Circuit / District)
- Specific officers/leaders in the church (finance officer, safeguarding officer, class leader etc)
- Lay people who are involved in recruitment
- Volunteers
- Church IT lead – Database Manager or Webmaster. Some churches use website providers.
- Circulated to all members
- Visitors book is accessible to all

- Are circuit plans / rotas etc displayed publically? Either in hard copy or online?
- Some data is shared with regulatory bodies for legal purposes i.e. Charity Commission
- Any officers of churches using the premises?
- Archives shared with circuit / district archivist
- Printers may have access to circuit plans
- Payroll service providers will have access to employee records
- Other (specify)

**6. Copies shared with people in the church who need to know (usually church officers):**

- On paper but electronic copies are circulated to preachers and other “need to know” people.
- Individual lists are held by individual pastoral leaders in paper form and electronic.

**7. Shared with 3rd parties/systems (including social media):**

- Data is submitted to the Charity Commission via password protected webpage.
- Cloud services (e.g. Dropbox, icloud, Google Drive, OneDrive, others) – password protected
- Copies of leases also stored by solicitor
- Data is stored in online booking software (password protected)
- Church website providers
- Men’s fellowship list - on a computer & on a Mail Chimp (or similar) service.
- Was a Church member but now handed to someone in another (non-Methodist) Church
- Parent contact list - on an online mobile phone texting service
- Notices - Paper and electronic format including social media