

CHECK 1

Review the personal information of the Local Church, Circuit or District holds (known as Data Mapping)

- Do you have an up-to-date record of what personal information is held by each of the people who are entitled to and need to hold data, as a consequence of the job that they do in the church or circuit? (e.g. treasurer, pastoral visitors, Sunday School or Youth leaders)?
- Are you satisfied that they only keep the minimum of personal information that they need to do their job? (for instance, why would a treasurer need to know someone's date of birth?)
- Do you know how they keep that information? (On a computer, manual records?)
- Do you know how they keep that information secure? (Computer passworded files, computer backups, manual records in a safe place?) Note that the level of security necessary does depend on how "personal" the Information that is being held is.
- Do you have a "handover" procedure for when one person stops doing a job and it passes to someone else?

CHECK 2

Conduct a "Data Cleansing" exercise to destroy any information that is no longer required.

- Have you requested that all the data being held has been kept up to date?
- Are you satisfied that, when a "handover" has taken place, that the person ceasing to do the job has deleted or destroyed all the relevant records?
- Are records being cleansed after the recommended retention period (such as financial records after 7 years)?

CHECK 3

Review the Managing Trustees' Privacy Notice

- The Managing Trustees' Privacy Notice is provided by TMCP. A copy should be displayed in each church. Is the copy that you have displayed the latest one?
- Do any directories or any other lists that you publish for your members have the detail of where people can find the Privacy Notice (either online or in the church)?

CHECK 4

Ensure your contact information is correct

- Is the information that is being held, by all that are holding it, being kept up to date (addresses, phone numbers, email addresses etc.)?

CHECK 5

Review & Renew Consents

- Consent: Have you considered whether you need the consent of an individual to hold the data about them that you do? If not, do you consider that the individual's data can be held because of their membership of the Methodist Church?
- For those situations where you have asked for, and received, consent, have you renewed that consent (needs to be done every two years)?
- Please bear this in mind with items that are on public display such as portraits on notice boards.

CHECK 6

Review the "Processor Record" of the Local Church, Circuit or District

- As in Check 1, Do you have an up-to-date record of what personal information is held by each of the people who are entitled to and need to hold data, as a consequence of the job that they do in the church or circuit? (e.g. treasurer, pastoral visitors, Sunday School or Youth leaders)
- Is this information recorded on the Template Processor Record for Managing Trustees?
- For each instance of a person holding information, does it include details of where and how this information is kept? (e.g. Church office computer, pastoral visitor's bookshelf)

CHECK 7

Review your Data Security

- This section is asking that you make sure that the data is kept as secure as possible. Whilst this may be fairly straight forward in the church office, it is not as easy when people hold data at home. That is where CHECK 8 becomes important.
- Things to be looked at might include:
 - ◊ Are all computers kept on the latest level of software update?
 - ◊ Do all computers have virus protection software?
 - ◊ Is the information on the computer either backed up regularly or kept on the cloud?
 - ◊ If a printed directory is used in the church office, is kept somewhere where a member of the public cannot access it?
- ◊ Do you have job specific email addresses that are only used for that job and are used by successive job holders?

CHECK 8

Ensure Managing Trustees are aware of their Data Protection Obligations

- Membership of church councils and circuit meetings changes on a continuing basis. Are new members (especially people new to a managing trustee role) given any induction? (It maybe that the induction is just being given a pamphlet that outlines the responsibilities to read)
- Does that include their responsibilities with regard to GDPR?

CHECK 9

Identify Training Needs

- Carrying out all the previous checks may well highlight some deficiencies that need to be fixed. Do people need any training to help them to understand and comply with the requirements?
- If so, does it need some informal training and guidance or is something more formal required?

CHECK 10

Liaise with your District Data Champions (DDC)

Katrin Hackett – katrin@sheffieldmethodist.org