**The Trustees for**

**Methodist Church Purposes**

Central Buildings,

Oldham Street,

Manchester

M1 1JQ

**Data Protection Annual Checklist**

**Name of Local Church Council**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*NB only one form needs completing per Managing Trustee body. If completing for a Circuit or District please put N/A*)

**District, Circuit Name & Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ /\_\_\_

**Are you following Methodist Data Protection procedures?**

Yes [ ] – please complete checks 1 to 7

No [ ] – please answer question below

If No only: **Is the Managing Trustee body independently registered with the ICO?**

Yes [ ] – Please insert ICO number: \_\_\_\_\_\_\_\_\_\_\_

No [ ] - Please confirm whose data protection procedures you are following \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Completion of this Annual Checklist is mandatory and must be submitted to the District by the 31st May 2025**  **Pursuant to SO 019 of Standing Orders and demonstrating compliance in accordance with Article 5(2) of the UK GDPR**  Before completing this Data Protection Annual Checklist please refer to the accompanying guidance available online [Data Protection Annual Checklist and Guidance - Trustees for Methodist Church Purposes (tmcp.org.uk)](https://www.tmcp.org.uk/about/data-protection/resources/standard-documents-and-forms/data-protection-annual-checklist) or as a PDF document. **By completing and signing this Checklist you are confirming that you have referred to the accompanying guidance.** |

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| --- | --- | --- |
| **Check** | **Process** | **Tick or comment** |
|  | **Step 1:** |  |
| 1 | **Data Mapping**: Have you reviewed the personal information the Local Church, Circuit or District holds (known as “Data Mapping”)? *Use the* [*Template Data Mapping Form for Managing Trustees*](https://www.tmcp.org.uk/about/data-protection/resources/standard-documents-and-forms/data-mapping-form)*.* |  |
|  | **Step 2:** |  |
| 2 | **Data Cleansing**: Have you destroyed any privacy information that is no longer required? |  |
| 3 | **Privacy Notice**: Have you read the current [Managing Trustees’ Privacy Notice](https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice) (last updated 5th April 2024) and is the most up to date version easily available to those whose personal information you hold? |  |
| 4 | **Accuracy:** Is all the contact information you hold & share still correct? E.g. the Treasurer details held with TMCP and office holders on the Connexional Online Suite as well as contact details held locally. |  |
| 5 | **Consents**: Do you have all the consents in place that you need and are these up to date? *– you will only need to renew your consents if they are over two years’ old* ***and*** *you need to rely on consent as your lawful basis* |  |
| 6 | **Records**: Is the Church body’s “Processor Record” up to date? *– use the* [*Processor Record for Managing Trustees*](https://www.tmcp.org.uk/about/data-protection/resources/standard-documents-and-forms/processor-record)*.* |  |
| 7 | **Security:** Is all the personal information you hold secure? |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(v.5.0 – 9th January 2025).*