

Data Mapping Form for Managing Trustees of Barnsley North West Methodist Church (Buckley, Dodworth, Emmanuel, Pogmoor, Silkstone Common & Kexborough) April 2025

In order to comply with GDPR and the Data Protection Act 2018, Managing Trustees need to know what personal data they hold, where they get it from and how they use it. Below is a list of questions that will help Managing Trustees identify the personal data, which is being processed by them. They will need to review all databases, spreadsheets, email lists, paper documents and any other form of list or documentation, which contains personal data.

Personal data is any information that can either directly or indirectly identify a living individual

Sensitive Personal Data under GDPR is described as ‘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, or trade union membership, and 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.

Document/list description	For what purpose is the data held?	What data is collected?	Do you have explicit consent to use the data?	Do you process any Special Categories of personal Data?	How is the data held and what security measures are in place?	Who holds the data and who has access to it?	How long is the data kept for?	How is the data destroyed?	Is any data kept by or circulated to persons outside of the Methodist Church including any Ecumenical partners?
Church Directory	To provide a list of church members and office holders	Names, addresses, email addresses, telephone numbers	Yes	No	Data Collection consent form (locked filing cabinet) and accessible to ministers via the password protected cloud	Ministers, Circuit Administrator,	Until asked to remove or a person dies	Paper shredder and electronic deletion from laptop	Yes, it is published on our website and freely available from the church
Pastoral list	To keep and maintain pastoral records and to keep and maintain contact information e.g. contact details to allow pastoral visitors to visit or phone	Names, addresses, email addresses, telephone numbers, birthdays	Yes	No	Electronic copy for minister on password protected laptop. Printed copy of relevant part of the list held by pastoral visitors	Minister, Pastoral Lay worker, pastoral visitors (relevant part for each visitor and chapel)	Until asked to remove or a person dies	Paper shredder and electronic deletion from laptop	No
Communications List	To allow for notices to be shared via email.	Names, Email address	Yes	No	Electronic at Emmanuel – Password protected. Website “share email” at Kexborough – password protected	Minister, communication volunteers	Until asked to be removed or person dies	Electronic deletion from computer and website system	No
Prayer Chain	Email (or telephone) the group to pray for certain people, situations or concerns	Email Addresses, telephone numbers	Yes	No	Electronic copy and password protected files	Minister, and prayer chain volunteers	Until asked to be removed or person dies	Electronic deletion	No
Baptism register	Record of baptisms in case a new copy of the certificate is requested	Names of parents, child’s name, date of birth, address, date of baptism	Yes - verbally	No	Baptism register locked in vestry at each chapel	Minister, steward at each chapel	Book moved to archives once complete	N/A	No
Marriage register	Record Of Marriage Services	Date of marriage, Place of marriage, Names of individuals being married, Their dates of birth and occupations, Their place(s) of residence at time of marriage, The names of their parents and witnesses, The name of the person conducting the service.	Yes	No	Marriage register is locked in a filing cabinet at the ministers house	Minister	Book moved to archives once complete	N/A	No

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Key Holder list	Record of who holds keys to buildings	Name, address, contact number, key number	Yes	No	Electronic copy and held in paper form by co-ordinator/s	Co-ordinator at each chapel	Destroyed when key is returned	Forms are shredded	No
Gift Aid List	Record of who has agreed to have their offerings included in gift aid	Name, address	Yes	No	Held by bankers in paper or electronic form	Treasurer and banker	Destroyed (shredded or deleted) when requested or person dies	Forms are shredded	No
Accounts	To administer the charity funds	Financial details, income and outgoings, balance	Yes	No	Electronically and password protected, some paper copies also	Treasurer, chapel bankers, managing trustees, minister	When out of date, though kept for several years	Forms shredded, electronic copies deleted	Charity commission hold details of trustees and banks have information about signatories
Employment contracts	For legal purposes with regards to employment law	Name, address, NI number, identity checks	Yes	No	Held in paper form in a locked cabinet	Lay employment person, treasurer	Destroyed when employment ends	Shredded	No
Safeguarding List	To record and maintain Disclosure and Barring checks and Safer-space training records	Name, DBS number, contact details, date of training	Yes	No	Electronically on password protected laptop and on password protected DDC website	Minister, church safeguarding officer, circuit safeguarding officer	When no longer required	Deleted	No
Invoices/contracts	To keep a record of those working for us and what is expected	Company name, contact details, contract details	Yes	No	Electronic where possible, paper form in locked cabinet where not	Treasurer, chapel property steward	When no longer required	Deleted or destroyed by shredding	No
Record of 3 rd party users of buildings	To keep a record of contacts for those working with us	Name and contact details	Yes	No	Paper forms kept in locked cupboards	Relevant property steward for each chapel has their own set	When no longer required	Shredded	No
Children's groups: Toddlers (Emmanuel, Dodworth); Messy Church (Emmanuel; Sunday School (Kexborough, Emmanuel)	To keep a record of children involved in the church and to enable us to contact guardians	Child name, age, parent name, contact details	Yes	No	Electronic and password protected, some in paper form in locked cupboard	Group leader at each chapel	When child no longer in the group but registers are kept for safeguarding records	Deleted or shredded	No
Holiday Club	To enable the safe involvement of children and young people in holiday club, and provide emergency contact details	Childs name, addresses, email addresses, telephone numbers, emergency contact name, date of birth, allergies	Yes	Yes	Paper Forms and electronic compilation afterwards	Group leaders	When the person dies or leaves but registers are kept for safeguarding records	Deleted or shredded	No
Rotas - Coffee morning, Flowers, stewards, musicians etc.	To keep a record on whose turn it is to provide refreshments or flowers etc	Name	Yes	No	Paper list on board in relevant chapel, electronic spreadsheet (Kexborough) or services app (Emmanuel)	Relevant list in each chapel	When the rota is ended	Shredded or deleted	No

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Websites and Social Media	To share notices and advertise activities.	Rental enquiries	Yes	No	Website	communication stewards in each chapel	When people no longer choose to access the site.	Deleted	The Website or social media providers (e.g. CMS, Facebook, Instagram, twitter)
Cradle roll	To keep contact with those families whose children have been baptised	Name, contact details, date of birth	Yes - verbally	No	Paper copies kept locked in vestry	Relevant baptismal secretary at each chapel	When requested	Shredded	No
Activity group registers: Friendship, Discipleship & fellowship groups	To keep a list in case it is necessary to contact someone	Names, contact details	Yes	Yes	Paper or electronic copies	Relevant group leader holds their list	When the person dies or leaves	Shredded or deleted	No
Young People's Groups - Church Groups – YP, Roots / Jr Church, Circuit Youth	To keep a record of children and young people involved.	Childs name, addresses, email addresses, telephone numbers, emergency contact name, date of birth, allergies	Yes	Yes	Paper or electronic copies	Relevant group leader	When the person dies or leaves but registers are kept for safeguarding records	Shredded or deleted	No
Young People's Groups - Brownies	To keep a record of children and young people involved.	Childs name, addresses, email addresses, telephone numbers, emergency contact name, date of birth, allergies	Yes	Yes	Paper or electronic copies	Relevant group leader, Girl guiding UK	When the person dies or leaves but registers are kept for safeguarding records	Shredded or deleted	Yes
Young People's Groups - Girls Brigade	To keep a record of children and young people involved.	Childs name, addresses, email addresses, telephone numbers, emergency contact name, date of birth, allergies	Yes	Yes	Paper or electronic copies	Relevant group leader, Girl's Brigade England and Wales	When the person dies or leaves but registers are kept for safeguarding records	Shredded or deleted	Yes
Outreach	To keep and maintain outreach records for monthly deliveries	Names, addresses, telephone numbers	Yes	No	Electronically and password protected, some paper copies also (locked house)	Minister, outreach delivery people (specific list for individual visitors)	Master list kept until no longer required; paper copies shredded after each delivery	Deleted or destroyed by shredding	Yes, outside charities & social services referrals
Luncheon Club (Kexborough)	To ensure safe participation in lunch club	Names, Addresses, Telephone Numbers, Allergies	Yes	Yes	Electronically and Paper Records	Minister, Group Leader	Until asked to be removed or person dies	Deleted or shredded	No

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Volunteer Records	To keep track of all volunteers and their involvement in church activities and their safeguarding training	Names and roles (contact details will be on pastoral list already)	Yes	No	Electronically password protected	Minister, Rota Organiser, Safeguarding Officer, Church council secretary and group leaders	Until volunteer leaves or dies – unless safeguarding requires us to keep names longer	Deleted	No

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