

Bryn Independent Methodist Church

GDPR Data Record Sheet

Name of List / Documents

Person responsible for data		
Who has access to the data?		
Description of list or documents		
Why is the data collected and held?		
What specific data is collected?		
Has individual explicit consent been obtained?		
Are there any legal reasons for holding or processing the data?		
Are any special categories of personal data included?		
How and where is the data held?		
What security measures are in place?		
Who processes the data?		
Is data made available to people outside the church?		
How long is the data retained?		
How is the data destroyed?		

Form completed by:

Date form completed:

To add further explanation, please add number in right hand column and continue overleaf.

Helpful notes

To comply with GDPR (General Data Protection Regulations), Managing Trustees need to know what personal data is held by the church, how it is collected and held and how it is used.

The requirements of GDPR covers all personal data held by the church that relates to identifiable, living persons, regardless of how significant or insignificant it may appear to be and regardless of the form it which it is held (for example databases, spreadsheets, email lists, paper documents or any other format)

Examples of data that might typically be held by a church include preaching plans, employment contracts, DBS checks, safeguarding contracts, rotas, accounts, invoices/ contracts, mailing lists, pastoral records and records of third party groups using church premises etc. This list is by no means exhaustive.

Special Categories of Personal Data'

'*Special Categories of Personal Data*' includes information about a person's racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and also includes 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. Special Categories of Personal Data must be specifically identified

Legal Reasons for Holding or Processing Data

GDPR identifies a number of legal reasons why data may be legitimately held and processed by any organisation, including:

- The processing is necessary for a contract with the data subject
- the processing is necessary for us to comply with a legal obligation;
- the processing is necessary to protect someone's life (this is called "vital interests");
- the processing is necessary for us to perform a task in the public interest, and the task has a clear basis in law;
- the processing is necessary for legitimate interests pursued by Bryn Independent Methodist or another organisation, unless these are overridden by the interests, rights and freedoms of the data subject.
- There are additional legal constraints associated with Special Categories of Personal Data

If none of these legal conditions apply, the processing will only be lawful if the data subject has given their clear consent, which will probably apply for most data held by Bryn Independent Methodist.

Bryn Independent Methodist Church

Individual Consent Form

Name:

Address: Post Code:

Under the requirements of the General Data Protection Regulations (GDPR), Bryn Independent Methodist church is required to obtain your explicit consent for us to use the personal information you have given to us. This may include any of the following ways that apply to you:

- Inform you of church activities that we believe may interest you
- Maintain records of membership requests, baptisms, marriages and funerals
- Maintain records of parents' and guardians' who attend our church's Toddler group or Sunday School
- Provide pastoral care if you are sick or otherwise unable to attend regular church gatherings
- Administer tax claims if you participate in Gift Aid
- Maintain legal records of Disclosure and Barring Service checks (DBS) if you are working with children, young people or otherwise vulnerable people
- Maintain accident records as required under Health and Safety legislation
- Record donations, bequests or other gifts in support of the church's ministries

Under GDPR, without your consent, we are unable to fulfil these functions and are obliged to remove your personal details from our records. However, if you give your consent to use your personal details in these ways, you may at any time:

- Withdraw your consent
- Request that we delete your personal details
- Request to see and, if necessary, correct any of your personal details that we hold about you

Form completed by:

Date form completed:

For anyone who is thirteen years of age or less, this form must be signed by their parent or legal guardian.

You can find out more about how we use your personal details from our Data Protection Policy, which is published under the "Members" section of the church's website or a copy can be obtained from the church secretary.