

Completion notes for St. Andrew's Data Mapping Form

Document / File Name?	For a document, a name which you give it describing its function, and by which we can refer to it in the future. If a file, its name on your computer. If you have a printed copy of the file, then give both names (but use only one form for both.)
Purpose for holding data?	The Church role for which the data is held and how it assists in that role
What data is held?	e.g. addresses, Phone Nos, email addresses, family relationships, other information
Does data contain 'Special Categories'?	Special Categories are: racial or ethnic origin, political opinions, trade union membership, religious or philosophical beliefs, genetic or biometric data, health, or sexual activity or orientation. Please record if any apply, without specifying which. (Unless the data records details of religious persuasion, the fact of Methodist Church membership, attendance etc., does not need to be recorded as being in 'Special Category'.)
How is data held?	Documents should be self contained, with all sheets stored together, and not be accessible to anyone not authorized to see them. Where the document is held in a place with access by the general public, it should be kept in a locked safe. Computer files should be password-protected, using at least 8 characters including both upper and lower case, numbers, and punctuation characters. Where held in a computer accessible to the public, the computer itself (or the user's account) should be password-protected, with both these passwords changed every 6 months.
Accessed by who else?	Who else has access to your copies of the document / file? Who else have you given copies to?
Is it available to anyone outside the church?	These could be Ecumenical partners or other Christians, or published via website or magazine.
How long is it kept for?	Until asked for it to be removed, or until it becomes unnecessary or obsolete.
How will it be destroyed?	Paper documents should be shredded, and computer files deleted
Holder's Name, Address, Phone No, email address?	Your name as the holder of the document / file, and details for contacting you quickly.

St. Andrew's Methodist Church Data Mapping Form

(All holders please complete one of these for each different Document or File held)

Document / File Name?	
Purpose for which data is held?	
What Data categories are held?	
Does data contain 'Special Categories'?	
How is data held?	
Holder's name?	
Holder's address?	
Holder's Telephone No?	
Holder's email address?	
Accessed by who else?	
Is it available to anyone outside St. Andrew's?	
How long is it kept for?	
How is it destroyed?	