

## Completion notes for St. Andrew's Data Mapping Form

(To be completed for each document or file by the issuing officer, or by the Data Holder who creates it, and should be securely forwarded to the Data Processor)

<b>Document / File Name?</b>	For a document, any name given to it by the issuing officer, or if none provided, a name which you now 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 also, then give both names (but use only one form for both.)
<b>What Source was used?</b>	It may have been given you by a church officer (state document or file which they used as source), accumulated during some church activity (e.g. STARS, or Holiday Club) or you may have created it to help fulfill your church role. Give the date of acquisition if known.
<b>Has it been changed from the original?</b>	Has anything been added, removed, changed? 'Yes' or 'No' response only. No details required here, but a Data Change Form should be completed if <u>you</u> make changes.
<b>Date of current File, or of last Document change, if known</b>	
<b>Purpose for holding data?</b>	The Church role for which the data is held and how it assists in that role
<b>What data categories are held?</b>	e.g. addresses, Phone Nos, email addresses, family relationships, other information
<b>Does data contain 'Special Categories'?</b>	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'.)
<b>How is data held?</b>	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.
<b>Accessed by who else?</b>	Who else has access to your copies of the document / file? Who else have you given copies to?
<b>Is it available to anyone outside the church?</b>	These could be Ecumenical partners or other Christians, or published via website or magazine. Please provide names of those to whom it is given.
<b>How long is it kept for?</b>	Until asked for it to be removed, or until it becomes unnecessary or obsolete.
<b>How will it be destroyed?</b>	Paper documents should be shredded, and computer files deleted.
<b>Holder's Name, Address, Phone No, email address?</b>	Your name as the holder of the document file, and details for contacting you quickly. If more than 1 recipient, all details for each.

## St. Andrew's Methodist Church Data Mapping Form

**Date of Compilation:**

[illegible]

### Names of Persons whose data is held

If further sheets might be required, please copy these last 2 pages as required and attach before starting, when blank

[illegible]

### Completion note

<b>Name</b>	<p>Full name as recorded, with surname first if possible, then forenames and with any title given. Please enter names in sequence, just as in your list, as this may show family connections.</p> <p>If this form is to show that recipients have only received differing parts of a list and not the whole list, please group the names of each part with their recipient(s).</p>
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[illegible]

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