

DATA PROTECTION MATRIX FOR THE PARISH OF PENDOMER												
Process Name	Purpose of the Process	Description of the Process	Data Subjects	Personal Data Used in the Process	Data Source	Probable Volume	Retention Period	Method of Disposal	Data Disclosed to	Condition for Processing	Controller	Processor
Electoral Roll (ER) compilation	Maintain an up to date list of all those entitled to elect parochial representatives	Collect and retain the relevant forms completed by electors; may transcribe data to Personal Computer (PC)	Parishioners & non-resident electors	Name, address, declaration of eligibility	Data subjects	Between 10 and 20 names	Destroy when ER renewed every 6 years	Shred paper records & permanently delete any computer file	"Bona fide enquirers" (i.e. church officials). Normally numbers only reported to deanery or diocese. Legally the roll must be on public display from time to time. However it is suggested that members be given the option when the new roll is created in 2019 of having their name withheld from public display	1. Legal obligation: Synodical Government Measure 1969 Schedule 3 2. Insofar as the declaration imputes religious belief ( <i>vide</i> GDPR Article 9), data is regarded as manifestly made public by the data subject	PCC	Electoral Role Officer
Planned giving administration	Accounting	Collect & store the relevant forms completed by donors; data normally transcribed to PC	Donors	Name, address, regular donation amount and frequency, bank account details	Data subjects	Between 10 and 20 names	As long as giving continues	Shred forms & permanently delete any computer file	Standing order form sent to bank; relevant data transferred to GA admin process	Contractual	PCC	Treasurer
Gift Aid (GA) administration	Reclaim tax on donations	Record regular and one-off GA donations to the PCC; GA envelopes retained, data kept in PC	Donors	Name, address, donation amounts & dates	Data subjects (some data via Planned Giving process)	Between 10 and 20 names	6 tax years after last donation	Shred GA envelopes & permanently delete any computer file	HMRC; accounts examiner	Contractual	PCC	Treasurer
Pay individuals	To pay all individual suppliers of services and employees of the parish (e.g. organist, cleaner)	Make payments for goods and services supplied by individuals; retain invoices & statements	Suppliers & employees	Name, address, amounts; may include email, bank account & VAT details	Data subjects	Less than 10 names	6 tax years	Shred invoices & statements	PCC members; accounts examiner	Contractual	PCC	Treasurer
PCC management	To fulfil the requirements of the PCC (Powers) Measure 1956	Record details of election, service and retirement of churchwardens and PCC members	PCC members	Name, address, email, phone, role in parish, date of election, meeting attendance, date of retirement	Data subjects	Up to 12 names including clergy & deanery synod rep.	1 year	Nomination forms deleted on retirement. PCC minutes retained i.a.w. CofE guidance	PCC members given access to all data on request; names of members posted publicly after election; PCC meeting minutes available to parishioners on ER (unless deemed confidential).	Legal Obligation: PCC (Powers) Measure 1956	PCC	PCC Secretary (or churchwarden)
Contact with congregation	To provide list members with details of church services, events & other activities	List contact details of persons living in the parish or with an established connection	Parishioners & occasional visitors	Name, address, email, phone number	Data subjects	Up to 100 addressees	While resident	Delete from computer file	PCC Secretary, other PCC members with legitimate need-to-know on request	Legitimate interest – the mission of the church Note: Where email messages include an element of direct marketing the Privacy and Electronic Communications Regulations require consent	PCC	PCC Secretary (or churchwarden)
Baptism & Marriage Registers	To provide a permanent public record of the facts	Collect and retain the data (registers in church safe)	Those baptised and married, witnesses, officiant	Names and other data legally required	Data Subjects	Less than 10 entries a year	Permanent record (Note - there is no right to erasure of these data)	To diocesan record office, nominally after 100 years	1. Registrar General 2. Public on enquiry	1. Legal obligation: The Parochial Registers and Records Measure 1978 2. Archiving in public interest 3. Insofar as the register imputes religious belief ( <i>vide</i> GDPR Article 9), data is deemed to be manifestly made public by the data subject	Incumbent	Churchwarden for storage purposes