

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
Human Resources	Employees of District	contact details	To hold an active address of where the employee is living (to ensure that payroll are able to send salary details to employee)	1 c - legal obligation	employer	Connexion - payroll	Yes	Electronically (District server)	Retained during length of employment. Retained after employment in case of need to contact re. pension issues	No
		sensitive details such as passport/visa number; NI number; salary information	To record that the employee is legally entitled to work in the UK; for processing tax payment contributions; to record salary payments	1 c - legal obligation	employer	Connexion - payroll	Yes	Electronically (District server)	Retained for length of employment and then disposed of after 3 months of leaving date	No
		Contractual	To hold an active legal account of employment	1b - contractual basis	employer	No	Yes	Electronically	Retained during length of employment, may be subject to amendment. Retained for up to a year after employment.	No
		bank details	To ensure payment for employment/expenses	1b - contractual basis	employer	Connexion - payroll	Yes	Electronically (District server)	Retained for length of employment	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
		Pensions	To ensure pension benefit supplied to employees	1b - contractual basis	employer	Connexion - payroll; BenPal (Pension provider)	Yes	Electronically (District server)	Retained for length of employment (thereafter data deleted as Pensions Trust would contact individuals directly regarding pension)	No
		application form including past employment details and references	To process interview for position and manage successful recruitment	1 c - legal obligation	employer	Application form may be shared with an external person who will sit on the interview panel, but personal data from the candidate will not be shared	Yes	Electronically (District server)	Successful applications retained during employment	No
		Probation reflections	To conclude individuals probationary period, determining whether probation is concluded; learning lessons for employee and employer	1 f - legitimate interest	employer	No	Yes	Electronically (District server) and hard copy filing	Retained for length of employment	No
		Appraisal information	To review staff members performance over the year	1 f - legitimate interest	employer	No	Yes	Electronically (District server) and hard copy filing	Retained for length of employment	No
		Performance plans	A tool for ongoing performance improvement if required	1 f - legitimate interest	employer	With disciplinary committee / District Council if required	Yes	Electronically (District server) and hard copy filing	Retained for length of employment	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
		Sick leave	To record employees sick leave	1 c - legal obligation	employer	Disiplinary committee / District Council / Auditors	Yes	Electronically (District server) and hard copy filing	Retained for year and a half in case required for auditing	No
		Annual leave	To record employees annual leave entitlement	1 c - legal obligation	employer	Disiplinary committee / District Council / Auditors	Yes	Electronically (District server) and hard copy filing	Retained for year and a half in case required for auditing	No
		Emergency contact information	To ensure that we have accurate emergency contact details, should it be required	1f - legitmate interest	employer	If the situation arose, the details would be shared with emergency services	Yes	Electronically and hardcopy kept in main locked cupboard in District Office	Retined for length of employment	No
		Mobile numbers	To join the District WhatsApp group for emergency communications	1 a - consent required	employer	WhatsApp and fellow staff members	Yes	WhatsApp	Reatined for lenghh of employment	Yes
	Unsuccessful recruitment applications	contact details; application form	To ensure no biased/discriminatory methods are used within selection processes and to enable feedback for the candidates	1 c - legal obligation	applied for a position within the District	Application form may be shared with an external person who may make up a shortlisting panel, but personal data from the candidate will not be shared	Yes	Electronically (District server)	Unsuccessful applications destroyed after 6 months	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	Unsuccessful applications for voluntary positions in District (e.g. office holders; conference reps etc)	contact details; application form	To ensure no biased/discriminatory methods are used within selection processes and to enable feedback for the candidates	1 f - legitimate interest	applied for a position within the District	No	Yes	Electronically (District server)	Unsuccessful applications destroyed after 6 months	No
Training	Unsuccessful applications for training	contact details; application form	To ensure no biased/discriminatory methods are used within selection processes and to enable feedback for the candidates	1 f - legitimate interest	applied for a training position	London Regional Team	Yes	Electronically (District server)	Unsuccessful applications destroyed after 6 months	No
	Successful applications for training	contact details; circuit/church; tutor/mentor reports; preaching observations	In order to run the course and for the Course Administrator and Course leaders to be able to provide support	1 f - legitimate interest	individual has applied for the training course being run by the District	Connexion; London Regional Team; Mentors; Circuit; Eventbrite	Yes	Electronically (District server)	Retained for length of training and up to one year following completion	No
		Registration details to confirm attendance with date attended	To ensure that the District holds proof of training (e.g. for Safeguarding)	1 f - legitimate interest; AND 1 c - legal obligation	individual has applied for the training course being run by the District	Connexion; London Regional Team; Circuit; Eventbrite	Yes	Electronically (District server)	Up to one year following completion; safeguarding training held indefinitely	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	Previous students to accredited courses (e.g. Proclaim/London Course)	contact details; circuit/church; tutor/mentor reports; preaching observations	To enable the ex student to proceed onto over avenues e.g. candidating; to enable the student to be better supported/provision of feedback in the event that they have not passed the course	1 f - legitimate interest	District ran the course on which the student partook	London Regional Team; Circuit	Yes	Electronically (District server)	Retained for up to one year following completion	No
Ministry	Candidates	contact details; circuit/church; connexion/circuit/committee reports	In order to provide support during the candidating process	1 f - legitimate interest	Candidates need support of District Candidates Committee to proceed in process	Connexion; District Candidates Committee	Yes	Electronically (District server) and hard copy filing	During the duration of the candidating process and up to one year following to enable support through the connexional candidating	No
	Previous Candidates applicants	contact details; circuit/church; connexion/circuit/committee reports	to enable the candidate to proceed into other avenues e.g. ministry with full support/ to retain provision of feedback in the event that they have not passed the process this time around	1 f - legitimate interest	previous candidates went through the process within the London District	Connexion	Yes	Electronically (District server)	One year following the District Candidating	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	Minister widow(er)s	contact details; circuit	to enable the District Chairs to maintain an interest in the wellbeing of the families of previous Ministers/Deacon in the London District	1 a - consent required	Widow or widower of former Ministers in the London District	Printed in Directory and provided to connexion; Synod representatives; Circuit Administrators; District Staff and office holders	?	Electronically (District server) and hard copy filing	Until death or move away from District	Yes
	Ministers	contact details; circuit; stationing details; pastoral care notes; probationer/early years reports	to enable the District to support Ministers in their roles through pastoral care; supervision; stationing; training opportunities etc	1 f - legitimate interest	Pastoral charge	Connexion; Nuffield Health; MailChimp	Yes	Electronically (District server / Microsoft Office 365) and hard copy filing	Duration of being stationed in District	No
		contact details; circuit; District committee membership	to enable the District as a whole to contact and support Ministers for preaching; church; circuit support	1 f – legitimate interest	Pastoral charge	Printed in Directory and provided to connexion; Synod representatives; Circuit Administrators; District Staff and office holders	Yes	Electronically (District server / Microsoft Office 365) and hard copy filing	Duration of being stationed in District	No
		safeguarding details (e.g. DBS; training dates and refresher indicator; safeguarding complaints/reports)	to retain necessary safeguarding information on Ministers as duty of care	1 c - legal obligation	Pastoral charge and District is legally responsible	connexion; Districts; Circuit; Church	Yes (No in the cases of more extreme safeguarding reports)	Electronically (District server / Microsoft Office 365) and hard copy filing	Retained 75yrs +	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	District Committee membership	Dates of holding membership	To retain Committee membership details; offer support within the District	1 f - legitmate interest	Serving on District Committee	Connexion; District Directory	Yes	Electronically (District server)	Retained for duration of being stationed in District	No
		District Office Holder	Email addresses published on website	1 a - consent required	Serving on District Committee	Publically available; Wix	?	Electronically on Wix server	Retained for duration of holding position	Yes
	Elected Methodist Conference Reps	Contact details; length elected as rep; application form to stand as representative	In order to provide the representatives with conference details to fulfil their role of representing the District	1 f - legitimate interest	Representing District	Connexion	Yes	Electronically (District server) and hard copy filing	Until elected duration of service has ended	No
Lay	Employees of Circuit / Churches	contact details; passport number; NI number; salary information; hours worked - provision of data for HMRC	District supports Circuits/Churchs and provides bridge between them with Connexion	1 f - legitmate interest AND 1 c - legal obligation	Overview for employment within the District	Connexion / District HR Group / MailChimp (email address only)	Yes	Electronically (District server / Microsoft Office 365) and hard copy filing	Until HMRC investigation is over; names and hours worked updated annually and retained for one year until updated	No
	Office holders in Church / Circuit	contact details; position (s) held	District provides support and training opportunities across London	1 f - legitimate interest	District provides essential information for their specific role from the Connexion; training opportunities from the District or DMLN	Connexion; Regional Team; MailChimp	Yes	Electronically (District server) and hard copy filing	Retained during service and thereafter deleted	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
Office holders in District		contact details; position (s) held	To retain Committee membership details; offer support within the District	1 f - legitimate interest	Serving on District Committee	Connexion; Regional Team; MailChimp	Yes	Electronically (District server / Microsoft Office 365) and hard copy filing	Retained for duration of holding position	No
		contact details; position (s) held	To offer transparency for the District support opportunities across the District for Churches/Circuits	1 a - consent required	Serving on District Committee	District Directory	Yes	Electronically (District server) and hard copy filing	For duration of holding position(s)	Yes
		Email address published on website	To offer transparency for the District support opportunities across the District for Churches/Circuits	1 a - consent required	Serving on District Committee	Publically available; Wix	?	Electronically on Wix server	For duration of holding position(s)	Yes

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	Lay people	safeguarding details (e.g. DBS; training dates and refresher indicator; safeguarding complaints/reports)	to retain necessary safeguarding information as duty of care	1 c - legal obligation	Pastoral charge and District is legally responsible	connexion; Districts; Circuit; Church	Yes (No in the cases of more extreme safeguarding reports)	Electronically (District server / Microsoft Office 365) and hard copy filing	Retained 75yrs +	No
	Elected Synod Reps	contact details	In order to provide the representatives with Synod details as the elected reps from their Circuit (or District reps)	1 f - legitimate interest	Attendance at bi-annual Synod	Directory	Yes	Electronically (District server) and hard copy filing	Retained while elected by Circuit	No
	Elected Methodist Conference Reps	Contact details; length elected as rep; application form to stand as representative	In order to provide the representatives with conference details to fulfill their role of representing the District	1 f - legitimate interest	Representing District	Connexion	Yes	Electronically (District server) and hard copy filing	Until elected duration of service has ended	No
Public	Methodist Ministers outside of London, congregations etc	Names; email addresses	In order to circulate training opportunities within the District; to promote the good news of the District	1 a - consent required	They have subscribed to District Newsletter	MailChimp	Yes	Electronically on MailChimp server	Until they notify us otherwise but consent sought every two years	Yes
	Third Parties	Names; email address; telephone number	In order to process room bookings for third party arrangements that are beyond the normal District meetings, including invoicing if refreshments are ordered	1b - contractual basis	District are providing meeting room facilities	Central Hall Events team	Yes	Electronically and room booking form hardcopy kept in folder on Finance & Admin Officer desk	Three months following booking if unique user; up to one year for continuous users	No

London District Data Audit and Consent Guidance

Business Function	Whose data do we hold?	What data do we hold on them?	Purpose of processing	Article 6 lawful basis for processing personal data	What is the connection between the individual and the District (category)	Will we share this data with anyone else (recipient)	Would the individual expect the processing of their data to occur (i.e. is there anything that we would do with the data that the individual might be unaware of)	How is the data stored?	Retention period and justification	Consent required?
	Contractors / Service Provider	Names; contact details; bank details	To hire contractor or service to undertake work or provide a service within the District office or at District properties	1b - contractual basis	District hiring contractor/third party	If we were asked to promote their services, than there details may be shared	Yes	Electronically and in some cases in hardcopy (locked in cupboard)	Financial information kept for up to 7 years; other information retained for one year following closure of contract (unless warranty requires longer retention)	No