

Reviewed June 2021

DBC Data Sources

Data Source	Specific	Info Required	Lawful Reason	Retention period	How stored	Who has access
Employees	Pastor / Assistant Pastor	Name Address Mobile Email DOB NI Number Payroll data Religious views Gender Marital status	Contract Legal obligation – safeguarding Religious exemption in employment law	While employed, thereafter for 1 year and then name and duration of employment for historic record purposes. Financial records for 7 years.	Hard copy contract. Electronically.	Elders - All Treasurer – Payroll data ABCI – payroll data Members and Adherents – Name, address, email and Mobile.
Children in organisations	Pathfinders	Name of child Age of child Parents/guardian name Address Contact Tel no's and Email Dates present Incidents Medical info	Legal obligation – safeguarding Consent for info Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year after the end of the organisation year.	Hard Copy	Organisation leader Person with responsibility for register Designated person and deputy All leaders - Selected medical needs when applicable eg if EpiPen carried.
	Youth Fellowship	Name of child Age of child Parents/guardian Address Contact Tel no's and Email Dates present Incidents Medical info	Legal obligation – safeguarding Consent for info Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy	Organisation leader Person with responsibility for register Designated person and deputy All leaders - Selected medical needs when applicable eg if EpiPen carried.
	Sunday School	Name of child Age of child Parents/guardian Contact Tel no's Email Dates present	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy	Organisation leader Person with responsibility for register Designated person and deputy All leaders - Selected medical needs when applicable eg if EpiPen carried.

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		Incidents Medical info				
	Crèche	Name of child Age of child Parents/guardian Contact Tel no's Dates present Incidents Medical info	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy	Organisation leader Person with responsibility for register Designated person and deputy All leaders - Selected medical needs when applicable eg if EpiPen carried.
Adult Organisations	Men's Fellowship	Name Mobile Dates present Incidents	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy	Organisation leader Person with responsibility for register Designated person and deputy
	Iron	Name Mobile Dates present Incidents	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy – register Electronic - Mobile number	Organisation leader Designated person and deputy
	Crafty Souls	Name Mobile Dates present Incidents	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy - register Electronic – tel number	Organisation leader Designated person and deputy
	Invitation Team	Name Mobile Dates present Incidents	Legal obligation – safeguarding Legitimate interest	Roll – indefinitely for safeguarding and historical purposes, Contact info 1 year and 6 months after the end of the organisation year	Hard Copy - register Electronic –Tel number	Organisation leader Designated person and deputy
Office-bearers	Elders	Name Address Mobile Email Religious beliefs	Legal obligation – safeguarding Legitimate interest	While serving, thereafter for historic record purposes.	Hard copy. Electronically	Elders, Members and adherents ABCI

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		Gender	Religious exemption in employment law			
	Deacons	Name Address Mobile Email	Legal obligation – safeguarding Legitimate interest	While serving, thereafter for historic record purposes.	Hard copy. Electronically	Elders, Members and adherents
Members		Name Address Mobile Email DOB	Legal obligation – safeguarding Legitimate interest Consent	While members, thereafter for historical record purposes.	Hard copy. Electronically	Elders, Deacons, Members and adherents
Adherents		Name Address Mobile Email DOB	Legitimate interest Consent	While attending, thereafter for 1 year	Hard copy. Electronically	Elders, Deacons, Members and adherents
Organisation Leaders		Name Email Mobile Service periods	Legal obligation – safeguarding Legitimate interest	While in post, thereafter for historical record purposes and safeguarding.	Hard copy Electronically	Elders Secretary Members and adherents ABCI
Attendees at services	Speakers Musicians Congregation	Images	Legal obligation - Consent	Indefinitely	Electronically Available Online	AV team Everyone online.

Third Parties / Outsourced processors

ABCI – Payroll data employees

ABCI – Pastors, Elders, Organisation leader’s info.

Google Drive – Minutes

Mailchimp – Email addresses