

### Worked Example - Template Processor Record for Managing Trustees

Download this *Template Processor Record for Managing Trustees*, complete the information relating to the specific managing trustee body in the white boxes numbered (1) to (13). This will provide the managing trustee body with a central record of how they deal with personal information in accordance with Article 30(2) of the General Data Protection Regulation (GDPR). For guidance on how to use and complete the record please refer to the [Template Processor Record page](#):

**Table I - PROCESSOR**

Name and contact details		Representative (if applicable)	
Name of managing trustee body:	1. High Street Methodist Church	Name of representative:	6. Mrs MT
Circuit/District name and number:	2. Townfield North Circuit 12/34	Address:	7. See box 3
Address:	3. High Street, Townfield, XX1 2ZZ		
Email:	4. Highstreetdata2@bt.com	Email (if different):	8. See box 4
Telephone:	5. 01234 567 891	Telephone (if different):	9. 01234 555 666

**Table II – CONTROLLERS**

<b>Trustees for Methodist Church Purposes</b> Responsible for general data protection issues involving Managing Trustees arising in respect of day to day matters such as lists of members, third party users of church premises and lay employees employed by Local Churches, Circuits and Districts.	<b>Connexional Team</b> (registered under the name of the Methodist Church in Great Britain) Responsible for data protection matters involving Managing Trustees concerning safeguarding and complaints and discipline issues.
Trustees for Methodist Church Purposes Central Buildings Oldham Street Manchester, M1 1JQ	The Methodist Church in Great Britain The Conference Office, Methodist Church House 25 Tavistock Place, London WC1H 9SF
Contact: Laura Carnall, Legal Manager Tel: 0161 235 6770 Email: <a href="mailto:dataprotection@tmcp.methodist.org.uk">dataprotection@tmcp.methodist.org.uk</a> Web: <a href="http://www.tmcp.org.uk">www.tmcp.org.uk</a>	Contact: Data Protection Officer Tel: 0207 486 5502 Email: <a href="mailto:dataprotection@themethodistchurch.org.uk">dataprotection@themethodistchurch.org.uk</a> Web: <a href="http://www.methodist.org.uk">www.methodist.org.uk</a>

Table III – RECORD OF PROCESSING ACTIVITIES FOR MANAGING TRUSTEES – ARTICLE 30

<b>Categories of personal data:</b>	See paragraph 2 of the <a href="#">Managing Trustees' Privacy Notice</a>	<b>Retention period:</b>	Full details of retention periods for data processed by the Methodist Church in Great Britain can be found on the Methodist Church website at: <a href="http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/archivists/">http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/archivists/</a>
<b>Technical and organisational security measures:</b>	See the general description of technical and organisational security measures set out in the <a href="#">Security Policy</a> . See the Data Mapping Form for details of any particular local security measures put in place to manage the different categories of processing.	<b>Lawful basis record:</b>	See the Annex to the <a href="#">Managing Trustees' Privacy Notice</a> for details of the lawful bases identified for different types of processing and the <a href="#">Lawful Basis Guidance Note</a> for reasons why these lawful bases have been selected. Details of the types of contracts, legal obligations and legitimate interests relied upon are set out in the <a href="#">Managing Trustees' Privacy Notice</a> and <a href="#">Non-Exhaustive List of Examples</a> .
<b>Consents record:</b>	<b>10.</b> See the consent record <i>saved as "High Street consent record" in the data protection folder on the removable hard drive kept in the locked filing cabinet in the church office.</i>	<b>Breach record:</b>	<b>12.</b> See the breach record located <i>in the folder marked "breach" in the locked filing cabinet in the church office</i> .
<b>Categories of processing</b>	<b>11.</b> See the general categories of processing activities listed in the Annex to the <a href="#">Managing Trustees' Privacy Notice</a> and in Table IV and the local Data Mapping Form for Managing Trustees for details of the processing activities carried out locally. The local Data Mapping Form is located <i>saved as "High Street Data Mapping Form" in the data protection folder on the removable hard drive kept in the locked filing cabinet in the church office.</i>	<b>Transfers of personal information to countries outside of the EU or to international organisations</b>	<b>13.</b> The managing trustee body <i>[does/does not]</i> transfer any personal information to countries outside of the EU or to international organisations.  Details of transfers to countries outside of the EU or to international organisations are given in the Annex.

<b>Table IV – CATEGORIES OF PROCESSING</b>	
<b>Categories of processing - taken from the <a href="#">Managing Trustees' Privacy Notice</a></b>	<b>Controller</b>
<b>A – Administration</b>  (1) Charity - administer charity including planning services, managing and maintaining church premises, keeping accounts and tax records, taking audits and recording decisions (2) Third Party Use of Premises - manage and administer third party use of our premises (3) Local Website(s) - administer, run and protect our Local Websites	TMCP
<b>B – Contact</b>  (1) Incoming; Publicise details of ministers, officeholders, relevant employees and other volunteers to allow members and non-members to contact the Church. (2) Outgoing; Contact/ engage with members and non-members about Mission, events and activities and deal with enquiries.	TMCP
<b>C - HR Management</b>  (1) Personnel - administer applications for job vacancies and administer and manage relationships with employees. (2) Complaints and discipline – to handle issues relating to complaints and discipline matters.	TMCP Connexional Team
<b>D - Lists – maintaining &amp; keeping</b>  (1) Keeping lists of members, adherents, group lists, (2) Contact details for Managing Trustees and their roles. (3) Members of internal and external committees. (4) Bank details.	TMCP
<b>E – Pastoral</b>  Providing pastoral support to members, adherents and the wider community.	TMCP
<b>F - Records</b>  (1) Keeping and maintaining official records (2) Records of correspondence (3) Keeping records of transactions	TMCP
<b>G – Safeguarding arrangements</b>  Collating and maintaining safeguarding records and practice in accordance with the Safeguarding Policy.	Connexional Team
<b>H – Security</b>  Record and use images.	TMCP
<b>I – Targeted marketing/ fundraising</b>  Contacting people about specific fundraising activities/ initiatives and/or with targeted marketing material.	TMCP

**ANNEX – TRANSFERS OF PERSONAL INFORMATION  
TO COUNTRIES OUTSIDE OF THE EU OR TO INTERNATIONAL ORGANISATIONS**

*This Annex ONLY needs to be completed if the managing trustee body transfers personal information to countries outside of the EU or to international organisations e.g. if details of members were sent overseas as part of a volunteer programme.*

<p><b>Categories of processing</b></p> <p><i>If personal information is transferred to countries outside of the EU or to international organisation list the categories of processing this applies to here – refer to Table 4. E.g. “B(1) Incoming and D(1) Group lists”</i></p>	<p><b>Names of third countries (countries outside of the EU) or international organisations that personal data are transferred to (if applicable)</b></p> <p><i>Insert name of the country or international organisation that the personal information is transferred to.</i></p>	<p><b>Safeguards for exceptional transfers of personal data to third countries or international organisations</b></p> <p><i>Insert details of extra security measures put in place where there has been such a transfer.</i></p>
<p>B(1) and (2) – Contact</p>	<p>Uganda</p>	<p>All data sent encrypted</p>
<p>D (2) – Lists – maintaining &amp; keeping</p>	<p>Uganda</p>	<p>All data sent encrypted</p>