Coffee list

Over 90s list

**Morningside United Church – Data Model and Audit**

Membership forms

Over 90s process

Coffee rota process

Pictures

Over 90s cards

Coffee rota

Church roll Process

Church roll: s/sheet

Link magazine production

Sound rota names

OOS

Door/communion file

Readers list

Link magazine

Readers rota process

a

Church directory

Door/communion rota process

Flower rota process

Sound rota process

Readers rota

website

Sound rota

Flower rota

Communion rota

Door duty rota

Gift Aid declarations

Employee input data

Cheques

Bank statements

Employee data

Financial Processing

HMRC Payroll processing

Church roll: s/sheet

G.A. records

Employee records

Annual Accounts

HMRC GA claims

Gifts

Letters to employees

Letters to members

Letters to businesses

Children’s data

Personnel data

Hall lettings input

Callout parent or guardian

Choir process

Personnel processing

Name and date

Pictures of choir members

Hall lettings process

Cradle roll

Hall lettings programme

Hall lettings invoices

Name and date

website

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Church roll | 2. Readers | 3. Over 90’s | 4. Door/ Communion | 5. Flowers | 6. Sound | 7. Coffee | 8. Link |
| INPUT | INPUT | INPUT | INPUT |  | INPUT | INPUT | INPUT |
| Membership forms | Readers list | Over 90s list | Door/communion file |  | Sound rota names | Coffee List | Pictures |
| Name | Name | Name | Name |  | Name | Name | Pictures |
| Address | Phone number | Address | Phone number |  |  | Phone number |  |
| Phone number | Email address | Date of birth | Email address |  |  |  |  |
| Email address |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| OUTPUT | OUTPUT | OUTPUT | OUTPUT | OUTPUT | OUTPUT | OUTPUT | OUTPUT |
| OOS | Readers rota | Over 90s cards | Door rota | Flower rota | Sound rota | Coffee rota | Link magazine |
| Name | Name | Name | Name | Name | Name | Name | Name |
| Phone number | Phone number | Address | Phone number | Phone number | Email address |  | Phone number |
| Email address | Email address |  | Email address |  |  |  | Email address |
| Church roll |  |  | Communion rota |  |  |  |  |
| Name |  |  | Name |  |  |  |  |
| Address |  |  | Phone number |  |  |  |  |
| Phone number |  |  | Email address |  |  |  |  |
| Email address |  |  |  |  |  |  |  |
| Church directory |  |  |  |  |  |  |  |
| Name |  |  |  |  |  |  |  |
| Address |  |  |  |  |  |  |  |
| Phone number |  |  |  |  |  |  |  |
| Website |  |  |  |  |  |  |  |
| Name |  |  |  |  |  |  |  |
| Phone number |  |  |  |  |  |  |  |
| Email address |  |  |  |  |  |  |  |
| Pictures |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 9. Financial processing | | | 10. HMRC PAYE processing |
| INPUT | OUTPUT | |  |
| Gift Aid declarations | Annual Accounts | Letters/emails to members | INPUT |
| Name | Name | Name | Employee input data |
| Address | Gift Aid records | Address | Name |
| Cheques | Name | Email address | Address |
| Name | Addresses | Gift details | Date of birth |
| Gift details | Gifts (S.O. &cheque –G.A.) | Letters/emails to businesses | NI number |
| Bank statements | Name | Name | Payment details |
| Name | Gift details | Address |  |
| S.O. amounts | HMRC GA claims | Email address | OUTPUT |
|  | Name | Letters/emails to employees | Employee data |
|  | Restricted address | Name | Name |
|  | Gift details | Address | Payment details |
|  |  | Email address | Employee Records (various) |
|  |  |  | Name |
|  |  |  | Address |
|  |  |  | Date of birth |
|  |  |  | NI number |
|  |  |  | Payment details |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 11. Hall Lettings processing | 12. Personnel processing | 13. Children’s processing | 14. Cradle roll |
| INPUT | INPUT | INPUT | INPUT |
| Hall lettings input | Personnel details | Children’s data | Cradle roll input |
| Contact name |  | The child’s full name | The child’s full name |
| Email address |  | The first name of the parent/guardian | Date of baptism |
|  |  | Phone number of parent or guardian |  |
| OUTPUT |  | E-Mail address of parent or guardian | OUTPUT |
| Hall lettings invoices |  | Health / allergy information where applicable | Cradle roll output |
| Contact name |  | Photography to be put on MUC website? Yes or No | The child’s full name |
| Email address |  |  | Date of baptism |
| Hall lettings programme |  | OUTPUT |  |
| Email address |  | Pictures of choir members |  |
|  |  | Pictures |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

DATA AUDIT

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | | Why is the data held and what is it used for | Who holds the data and who can access it? | What security controls are in place? | How long is data kept for? | Is the data updated? | Is the data disclosed to anyone? | Is this covered by our privacy notice? | ACTION REQUIRED |
| 1.Church roll process | Membership form and transference certificate | Input to the roll of members and adherents | Church roll keeper | On paper;  transference certificates issued are PDFs also | indefinitely | no | yes | yes |  |
| Order of service (OOS) | Contact details of members linked to events | Church members | On paper | indefinitely | no | yes | yes |  |
| Church roll and changes spreadsheets | To maintain a list of members and adherents | Minister, session clerk, pastoral care coordinator and church roll keeper | Encrypted and password protected spreadsheets | 100 years | yes | no | yes |  |
| Church directory | So that members can contact one another | several members | On paper |  | no | yes | no |  |
| website | Contact details for minister and session clerk, the Link and the Hall lettings programme | Freely available | Security controlled by Weebly and accessible by the church roll keeper and the session clerk | As required | yes | Freely available | yes |  |
| 2. readers rota | Readers list | A list of available readers for creating a rota | Readers coordinator | spreadsheet | As required | yes | no | yes |  |
| Readers rota | To record the dates when people are on duty | Readers coordinator | spreadsheet | As required | yes | Readers on the list, The Link | yes |  |
| 3. over 90’s | Over 90s list | To send a birthday card to those 90 and over | Pastoral care coordinator and one other person | On paper | As required | Yes | no | no |  |
| Over 90s cards | Card sent | recipient |  | As required |  | no | no |  |
| 4. Door/communion process | Door/communion file | A list of those available for door /communion duty for creating a rota | The coordinator | On paper | As required | Yes | no | yes |  |
| Door rota | To record the dates when people are on duty | The coordinator, those on the rota and it is on 2 notice boards | On paper and in JPG file | As required | yes | The Link | yes |  |
| Communion rota | To record the dates when people are on duty | The coordinator, those on the communion services rota | On paper | As required | yes | yes |  |  |
| 5 Flowers | Flower rota | To record the dates when people are on duty | The coordinator and her husband | On paper | As required | yes | The Link | yes |  |
| 6. Sound rota process | Sound rota names | A list of available people for creating a rota | The coordinator | On paper | As required | yes | no | yes |  |
| Sound rota | To record the dates when people are on duty | The coordinator, those on the list and the Session Clerk | Electronic version and paper | As required | yes | no | yes |  |
| 7. Coffee rota | Coffee list | A list of available people for creating a rota | The coordinators | On paper | As required | yes | no | yes |  |
| Coffee rota | To record the dates when people are on duty | The coordinators and those on the rota | On paper | As required | yes | The Link | yes |  |
| 8 Link production | Link magazine | Names of those on rotas or people mentioned n news items or pictures | Freely available | none | indefinitely | yes | Freely available | yes |  |
| 9. Financial processing  9.Financial processing (ctd) | Gift Aid declarations | To make GA claims | The treasurer | On paper | Six complete calendar years after last gift claimed on the declaration | no | no | yes |  |
| cheques | Donations or payments | The treasurer | On paper | Paid in as quickly as possible – not held more than 1 week | no | the church’s bank | no |  |
| Bank statements | Record of financial transactions | The treasurer | On paper | Minimum of 6 years | no | The Independent Examiner | yes |  |
| annual accounts | Statutory requirement | The trustees | Personal data should be redacted | indefinitely | no | Anyone on request | no |  |
| Gift Aid records | To aid the completion of HMRC GA forms | The treasurer | On paper and spreadsheet | Minimum of 6 years | yes | The Independent Examiner | yes |  |
| Gifts | Details of S.O.s and cheques | The treasurer | On paper and spreadsheet | Minimum of 6 years | yes | The Independent Examiner | yes |  |
| HMRC GA claims | To reclaim GA form HMRC | The treasurer | On paper and spreadsheet | Minimum of 6 years | yes | The Independent Examiner | yes |  |
| 9. Financial processing (ctd) | Letters to members | To communicate news | Members of the church | On paper but more electronic |  | yes | no | yes |  |
| Letters to businesses | To order supplies or services | The trustees | On paper but more electronic |  | yes | no | yes |  |
| Letters to employees | To communicate information related to employment | The treasurer and employees | On paper and electronic versions |  | yes | no | yes |  |
| 10. HMRC PAYE processing | Employee input data | For tax, NI and pension calculations for HMRC | The treasurer | On paper and also electronically in PAYE tools | Minimum of 6 years | yes for current employees only | The Independent Examiner | yes |  |
| Employee data | To update the accounts | The treasurer |  | Minimum of 6 years | yes | The Independent Examiner | yes |  |
| Employee records | Statutory forms such as P60s | The treasurer | On paper | Minimum of 6 years | yes | HMRC and the Independent Examiner | yes |  |
| 11. Hall lettings processing | Hall lettings input | Contact details for the groups who hire our halls | Held in googlemail; the minister, session clerk, treasurer, roll keeper and office administrator | Emails and from website forms | indefinitely | no | no | yes |  |
| Hall lettings invoices | To enable us to collect the rental | As above | emails | indefinitely | yes | To the individual contacts for groups renting the halls | yes |  |
| Hall lettings programme | To advertise the group events taking place | Session clerk; freely available including on the website | none | Updated irregularly but ideally every 6 months | yes | Freely available | yes |  |
| 12. Personnel | Personnel details | Information regarding the organist; used to manage the employer relationship | Only the Personnel Manager | To be reviewed | As long as necessary | yes | no | yes |  |
| 13. Children | Children’s data | Email or phone number when it is necessary to contact parents | The choir director | To be reviewed |  | yes | no | yes |  |
| pictures | Pictures of members and children shown in the Link | Freely available | None | Indefinitely | Yes | Freely available | yes |  |
| 14. Cradle roll | Cradle roll input | Name of child and date of baptism | From parents | n/a | n/a | n/a | n/a | n/a |  |
| Cradle roll output | Name of child and date of baptism for cradle roll board | Publically on view | none | indefinitely | yes | yes | yes |  |