

St. Leonard's Church, Denton with South Highton

Data Protection Policy & Procedures May 2018

1. Introduction

The General Data Protection Regulation (GDPR) regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

The PCC of St. Leonard's Church will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and will be treated with care, to comply with the law.

The PCC, its employees and appointed officers need to keep certain information about employees, members of the congregation and others who attend groups or events run by the church, or who make use of the services offered by the parish. This helps them to:

- Maintain the electoral roll
- Ensure that weddings, baptisms and funerals are conducted legally and that parish records are up to date
- Enable correct accounting and Gift Aid claims
- Allow the dissemination of information
- Ensure the safe and correct running of groups and events
- Fulfil the requirements of health and safety and safeguarding policies
- Fulfil pastoral care requirements of the Parish

2. Summary of Principles

The law is complex, but there are a number of underlying principles, including that personal data:

- will be processed lawfully, fairly and transparently.
- is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- collected on a data subject should be "adequate, relevant and limited." i.e. only the minimum amount of data should be kept for specific processing.
- must be "accurate and where necessary kept up to date"
- should not be stored for longer than is necessary, and that storage is safe and secure.

The PCC and all staff (paid and unpaid) who process or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

3. Data Controller

Incumbent and PCC act as a data controller under the Act and are therefore ultimately responsible for implementation. However, day to day matters, the registration of systems and subject access requests will be dealt by the church administration.

4. Responsibilities of staff

It is the responsibility of the Data Lead to:

- Assess the understanding of the obligations of the parish under the GDPR
- Be aware of whether the PCC complies with those obligations
- Identify and monitor problem areas and risks and recommend solutions
- Promote clear and effective procedures and offer guidance to staff (paid and unpaid) on data protection issues.

It is the responsibility of the individual collectors, keepers and users of personal data to be aware of the provisions of the GDPR and its impact on the work they undertake on behalf of the PCC.

Any breach of this data protection policy, whether deliberate, or negligent may lead to disciplinary action being taken or even to criminal prosecution.

5. Retention of data

The PCC will keep some forms of information longer than others in line with financial, legal or archival requirements. All records that are no longer required will be securely destroyed. Inactive records will be removed after a period of 6 years which the PCC deem to be a reasonable period.

6. Data Security

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

7. Disclosure of information

Information will not be disclosed to a third party without the individual's consent unless required by law (for example, gift aid information must from time to time be shared with HMRC).

Occasionally the PCC may need to hold information about a person's medical condition. This will only be released to medical staff in the event of an emergency.

8. Data Subject Rights

Unless subject to an exemption under the GDPR, the Data Subject has the following rights with respect to their personal data: -

- The right to request a copy of their personal data which the PCC of St, Leonard's Church, Denton holds about them;
- The right to request that the PCC of St, Leonard's Church, Denton corrects any personal data if it is found to be inaccurate or out of date;
- The right to request their personal data is erased where it is no longer necessary for the PCC of St, Leonard's Church, Denton to retain such data;
- The right to withdraw their consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of their personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioner's Office.

9. Data Storage and Backup

- Data stored on computer is secured using the supplier's standard processes. Paper documentation is stored safely with very limited access. PCs are password protected. The software used for Gift Aid is held on a password protected PC, as is the Financial software used by the Treasurer.
- The PCs are backed up weekly to an external disk which is stored offsite, the backup is encrypted. The Gift Aid database is backed up regularly to the Cloud and an external device, the backup is encrypted.
- Financial software is backed up regularly and stored separately.

10. Data Breach policy

In the event of a data breach due to theft or loss of media the Incumbent, Church Warden(s) and Data Controller must be informed as soon as possible. They should report the breach to the Information Commissioner (www.ico.org.uk) within 72 hours, decide the seriousness of the loss and if appropriate inform the affected Data Subjects.

Approved by PCC on 21 May 2018