

Earl Shilton Baptist Church

Data Protection Policy

Introduction:

Earl Shilton Baptist Church holds and processes personal data about living individuals for the purpose of general administration of the church and its ministries, and communication.

As a church we are committed to complying with data protection law and the rights of individuals under it. We are also committed to complying with the eight principles of the 1998 Data Protection Act as set out below. We recognise that this relates to all personal data, whether they are held on paper, on computer or other media.

All church staff members or volunteers who obtain, handle, process or store personal data for Earl Shilton Baptist Church must adhere to these principles.

The Data Controller of Earl Shilton Baptist Church is defined as the Trustees.

The Principles (1988 Data Protection Act)

The Act requires the data controller to ensure that all personal data is dealt with in accordance with the 'Eight Principles' set out in the Data Protection Act. These Eight Principles in summary form are as follows:

- Personal data must be fairly and lawfully processed.
- Personal data must be processed for limited purposes.
- Personal data must be adequate, relevant and not excessive.
- Personal data must be accurate and up to date.
- Personal data must not be kept for any longer than is necessary.
- Personal data must be processed in line with the data subjects' rights.
- Personal data must be secure.
- Personal data must not be transferred to other countries without adequate protection

Use of personal information

Earl Shilton Baptist Church holds personal information about staff, church members, regular church attendees and other individuals who have provided such information for a specific purpose. This information is used for the following purposes:

1. The production of our annual Church Directory – copies of which are given to all those whose names appear on it.

2. The day-to-day administration of the church (including maintaining membership records, providing pastoral care and oversight, preparation of rotas and maintaining financial records of giving for tax purposes).
3. The day day-to-day administration of church activities (including, but not limited to, Footprints, Lunch Club, Messy Church, Craft Club and Dressmaking).
4. Contacting those people whose contact details we hold to keep them informed of relevant church activities and events.

All personal information which is held by the church (other than the information included in our Church Directory) will be treated as private and confidential and not disclosed to anyone other than the Charity Trustees or appropriate Data Processors, in order to facilitate the administration and day-to-day ministry of the church.

Personal data will only be disclosed to a third party if one of the following circumstances applies:

- We are legally compelled to do so.
- There is a public duty to disclose.
- Disclosure is required to protect the interests of the individual concerned.
- The individual concerned has requested (or given their consent to) the data being disclosed.

Applying the principles

All Earl Shilton Baptist Church staff and volunteers who process Personal Data on behalf of the church will be required to agree to sign our Data Processor Agreement. They will be given a copy of this policy and contact details for the current Data Protection Officer and Assistant. The Trustees will maintain a list of Data Processors and the ministry to which they are assigned.

The Trustees will appoint one of their number to act as the Church's Data Protection Officer, and a second person to be a Data Protection Assistant. These individuals are responsible for keeping the Trustees informed of any changes in law or church practices which affect the church's use of data, and for being aware of the rules regarding the right to access information and responding to any requests for information. All questions and concerns in relation to this policy should be addressed to them. As at June 1 2017 the Officer is Jane Ball and the Assistant is Phil Evans and they can be contacted via the contact details in the church directory.

When personal information is collected for use by Earl Shilton Baptist Church we will ensure that:

- This information is necessary for church purposes.
- The information is not kept for longer than it is needed. To facilitate this all Data Processors will be required to review the data they hold annually.
- Those people supplying the information are aware of this policy and how they can obtain a copy

All individuals whose names and contact details are published in the Church Directory will be asked to give explicit consent for their details to be included. We will ensure that specific information will be removed from the Directory if the individual concerns requests this.

Personal information (including photographs) of individuals will not be published on our website or social media pages without obtaining explicit and informed consent from the individuals concerned or their parents. We will never publish the names of children and young people alongside their photographs.

We will ensure that all church members and attendees are aware of who to contact to update the information held about them by Earl Shilton Baptist Church.

A copy of this policy will be on our church website and on the church noticeboard with the other policies. It can also be received on request from the Data Protection Officer.

All personal information held by staff and volunteers on behalf of Earl Shilton Baptist Church will be held and processed in a sufficiently secure manner (whether in paper or electronic form) to prevent unauthorised access (whether by unauthorised church staff or third parties). This means we will:

- Store paper based information in secure, lockable cupboards or the church safe.
- Use password protection and encryption for all electronic documents;
- Restrict access to both paper and electronic personal data to those who need to process it for one of the above uses.
- Ensure that personal information is transmitted securely in a way that cannot be intercepted by unintended recipients, e.g. electronic files will be password-protected and encrypted and paper copies will be delivered by hand (or, exceptionally, by recorded delivery in an enveloped marked 'confidential'). Passwords will not be sent by email.
- Retain any active consent forms in a file in a secure location (locked cupboard or safe) in church.
- Keep an up-to-date list of all Data Processors and the ministry for which they have access to data, along with a signed copy of the Data Processor Agreement.
- Provide a cross-cut shredder, to be kept in the church office, and require all expired paper-based information, consent forms, and Data Processor Agreements to be disposed of using this facility.

Rights to Access Information

Staff, Church Members and other individuals whose personal information is held by Earl Shilton Baptist Church have the right to access that information. This right is subject to certain exemptions outlined in the Data Protection Act.

Any person who wishes to exercise this right should make the request in writing to the Church Secretary. The Church Secretary will pass these requests onto the Data Protection Officer or Assistant who will produce the response; only these two individuals may reply to such requests. We will aim to comply with such requests as quickly as possible, but will ensure that it is provided

within 40 days of receipt of a written request unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

Earl Shilton Baptist Church reserves the right to charge the maximum fee payable for each subject request. Currently this is £10. If personal details are inaccurate, they can be amended upon request.

This Policy was agreed by the Charity Trustees of Earl Shilton Baptist Church on 1 June 2017.