



Croxley Green Baptist Church

Data Protection Policy

Introduction

Croxley Green Baptist Church holds and processes personal data about living individuals for the purpose of general church administration 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 it is held on paper, on computer or other media. All church staff members or volunteers who obtain, handle, process or store personal data for Croxley Green Baptist Church must adhere to these principles. The Data Controller of Croxley Green Baptist Church is defined in Note 1 below.

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:

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

Use of personal information

Croxley Green 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-to-day administration of church activities (including Toddler Group, Youth Club and Senior Fellowship)
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 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

1. All Croxley Green 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.
2. The Trustees will appoint one of their number to act as the Church's Data Protection Officer. All questions and concerns in relation to this policy should be addressed to them. As at February 2018 this person is Ann Wrangles and they can be contacted via the church office.
3. When personal information is collected for use by Croxley Green Baptist Church we will ensure that
 - a. this information is necessary for church purposes
 - b. the information is not kept for longer than it is needed
 - c. those people supplying the information are aware of this policy and how they can obtain a copy
 - d. 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 concerned requests this.
 - e. Personal information (including photographs) of individuals will not be published on our website 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.
 - f. We will ensure that all church members and attendees are aware of who to contact to update the information held about them by Croxley Green Baptist Church.
 - g. A copy of this policy will be on our church website, displayed in the church office and available from the Church Secretary and Church Facilitator.

- h. All personal information held by staff and volunteers on behalf of Croxley Green 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:
 - i. Store paper based information in secure, lockable cupboards
 - ii. Use password protections and encryption of particularly sensitive electronic documents;
 - iii. Restrict access to both paper and electronic personal data to those who need to process it for one of the above uses
 - iv. Ensure that personal information is transmitted securely in a way that cannot be intercepted by unintended recipients

Rights to Access Information

Staff, Church Members and other individuals whose personal information is held by Croxley Green 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. We will aim to comply with such requests as quickly as possible, but will ensure that it is provided within 1 month 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. If you are still unhappy you have the right to complain to the Information Commissioners Office.

NOTES

1. In the 1988 Data Protection Act the Data Controller refers to the person or persons who determine the purpose and the manner by which personal data is to be processed. In the case of a Baptist church, the Data Controller will usually be the Charity Trustees (usually the minister, deacons and elders or Leadership Team.)



Croxley Green Baptist Church

Data Processor Agreement

For the purposes of the General Data Protection Regulation (GDPR) 2016, the Church's Charity Trustees (Ministers and Deacons) are the Data Controllers.

..... (name) has been appointed by the Trustees of Croxley Green Baptist Church as a Data Processor to process the following personal data on their behalf (both for handling electronic and/or paper-based information):

.....

for the sole purpose of

.....

.....

By signing this document

1. The Data Processor agrees to ensure that the data
 - a. will be held securely at all times and not made available to anyone else without the express permission of the Charity Trustees.
 - b. will be destroyed securely (either shredded or burned) once it is no longer needed*
 - c. will all be handed over to the Charity Trustees on request or if the Data Processor ceases to be a member of the church.
2. The Data Processor acknowledges that they will process the data only according to the instructions provided by the Charity Trustees and that they must not process this data for their own purposes
3. The Data Processor understands that any electronic device used to store the personal data must be password or pin-protected and that appropriate firewall measures are in place

*If a particular date or situation can be identified (e.g. end of Holiday Club) this should be inserted instead of 'it is no longer needed'

I agree to the above and confirm that I have read and understand the Church's Data Protection policy:

Signed

..... (Data Processor) Date.....