Data Protection Policy – St John the Baptist Church, Kingston Bagpuize

Note: This policy goes before the GDPR regulations, and if there are any differences, the more detailed church GDPR documents are to be taken as the policy.

The Information Commissioner's Office is the body which regulates data protection. Under their guidelines, we do not need to register with this body. The requirements of exemption are listed below:

- only process information necessary to establish or maintain membership or support; and
- only process information necessary provide or administer activities for people who are members of the organisation or have regular contact with it; and
- only share the information with people and organisations necessary to carry out the organisation's activities. Important - if individuals give you permission to share their information, this is OK; and
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration. They have the right to be informed about what information the church holds and to have that data deleted should they wish it to be.

In addition, we are also responsible for following the "data protection principles" and make sure that any information we collect is:

- used fairly, lawfully, and transparently
- used for specified, explicit and legitimate purposes
- used in a way that is adequate, relevant and limited
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

All staff and volunteers who have access to data held by the church should be made aware of the above and agree to use such information for purposes relating to their post only.

Any concerns regarding the correct use of data or complaints from anyone over the use of the information held by St John the Baptist Church, Kingston Bagpuize, are to be referred to the PCC Secretary (sec.sjbchurch@gmail.com).