THE BENEFICE OF WADHURST TIDEBROOK AND STONEGATE DATA PROTECTION POLICY STATEMENT

Introduction

Members of the church family, as well as those who have only occasional contact with us, will expect to see that we work to high ethical standards and keep within the law.

The General Data Protection Regulation (EU) 2016/679 (GDPR) was implemented in May 2018. It is designed to encourage good practice in handling data and parishes must comply with its requirements, just like any other charity or organisation.

This policy sets out the basic principles of the GDPR for the PCCs of the three churches of the Benefice and helps us ensure that we comply with our responsibilities under the legislation.

Definitions

'Personal data' refers to any information relating to a living individual which can identify that individual.

'Data' can be stored on paper or digitally, as images as well as text, and GDPR requires that it is handled and processed appropriately.

'Processing' of data includes recording, disseminating, adapting, obtaining, destroying, organising, erasing, transmitting, retrieving, combining, altering, or storing of data.

The 'data subject' is the person to whom the data refers.

The 'data controller' is the PCC of the parish in which the data is being processed. Each PCC has responsibility for the data used in any activity for which that PCC is ultimately responsible. In the parish of Tidebrook this includes Carillon Cottage.

Personal data about our congregations can be considered 'Special Category' because Christian religious affiliation can be inferred. This means the data should be handled more carefully and with greater security than 'normal' personal data.

Obligations of each PCC

There are a number of underlying principles, to which the Benefice is committed. These include 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 and
- should not be stored for longer than is necessary, and that storage is safe and secure.

PCC Actions

The PCC of each Parish will adopt this statement as an expression of its policy on GDPR and will review it annually.

Each PCC will ensure a regular review of all aspects of its business which involve the collection of personal data.

Each PCC will ensure that appropriate and proportionate managerial and technical processes are in place to ensure that the data are processed in line with GDPR.

A **Privacy Notice** will be made available in churches and on the website, so that individuals can see the approach of the Benefice to GDPR, understand why we collect data, what we do with it and how long it is kept.

A **Subject Access Policy** will outline how any individual may request information on the data held about them and make any necessary amendments.

Agreed by the PCC of Tidebrook