

Brighton Road Baptist Church Data Protection Policy

Introduction:

Brighton Road Baptist Church holds and processes personal data about living individuals for the purpose of pastoral care, general church administration and communication.

As a church we are committed to complying with the Data Protection Act 1998, the principles it sets out 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 Brighton Road Baptist Church must adhere to these principles.

The Data Controller of Brighton Road Baptist Church is the Charity Trustees (the ministers and deacons).

The Principles (1998 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

Use of personal data is for the purpose of pastoral care, general church administration and communication which includes:

- The day-to-day administration of the church e.g. pastoral care and oversight including calls and visits preparation of rotas, maintaining financial records for audit and tax purposes, maintaining church membership records and membership of groups associated with the church.
- Contacting those people whose contact details we hold to keep them informed of relevant church activities and events.

Maintaining Confidentiality

All personal information which is held by the church will be treated as private and confidential and not disclosed to anyone other than those who need access to the personal data in order to facilitate the purposes set out above.

The church directory is available to church members and must be treated as private and confidential and in particular is not to be used for any commercial purposes.

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 consent to) the data being disclosed.

Applying the principles

1. All Brighton Road Baptist Church staff and volunteers who process Personal Data on behalf of the church will be required to sign our Data Processor Agreement (Appendix 1).
2. The Church Secretary is the Church's Data Protection Officer. All questions and concerns in relation to this policy should be addressed to the current incumbent via the church office.
3. When personal information is collected for use by Brighton Road 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.
4. Personal information will only be published in printed form or on the public facing pages of our website when explicit and informed consent from the individuals concerned has been obtained. In the case of anyone under the age of 18, at most first name and age only will be used against photographs and in text, and explicit and informed consent will be obtained from their parent or guardian.
6. We will ensure that all church members and attendees are aware of who to contact to update the information held about them by Brighton Road Baptist Church.
7. A copy of this policy will be available from the Church Secretary

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

- a. Store paper based information in secure, locked cupboards and not left unattended when being worked upon.
- b. Use appropriate password protections and encryption of personal data taking into account the sensitivity of the data.
- c. Restrict access to both paper and electronic personal data to those who need to process it for one of the above uses.

Rights to Access Information

Staff, Church Members and other individuals whose personal information is held by Brighton Road 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 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.

Brighton Road Baptist Church reserves the right to charge the maximum fee, as set out in the Data Protection Act, payable for each subject request. If personal details are inaccurate, they can be amended upon request.

This policy was agreed by the Charity Trustees of Brighton Road Baptist Church on. ...13 June 2016

Appendix 1

Data Processor Agreement for Brighton Road Baptist Church

For the purposes of the Data Protection Act 1998 the Church's Charity Trustees (Ministers and Deacons) are the Data Controller.

.....(name) has been appointed by Brighton Road Baptist Church as a Data Processor to process the following personal data on their behalf

.....

For the sole purposes 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 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.

I agree to the above

Signed

..... (Data Processor) Date