**Holy Trinity, the Lickey, with St Catherine, Blackwell**

**Policy for Data Protection**

**1-0 Purpose**

The purpose of this policy is to ensure compliance of the parish of Holy Trinity, the Lickey, with St Catherine, Blackwell with the provisions and requirements of the General Data Protection Regulation (GDPR) May 2018.

**2.0 General statement about Data Protection and our Parish commitment**

Data Protection is about avoiding harm to individuals by misusing or mismanaging their personal data. Our commitments are:

We will only collect information for special purposes and will not then use it for other purposes

We will only collect what we need for the specific purpose

We will keep it accurate and up to date: and will keep it secure

We will process information lawfully and will allow subject access in line with the act.

**3.0 Data Compliance Supervision and Data Control**

The Vicar and PCC will both be Data Controllers for the parish. This is to ensure that the minimum number of people have access to personal data whilst the PCC is able to play its full role in management of parish business. A Data Compliance Officer (DCO) will supervise compliance with GDPR in the parish on behalf of the PCC.

The Data Compliance Officer (DCO) will undertake formal GDPR training, but if this provision is not followed, at least one member of the SC at any given time will have been formally trained in the provisions of GPDR.

The DCO will coordinate all activities relating to protection of personal data on behalf of the PCC and produce a Data Protection Impact Assessment (DPIA) after initial assessment.

It is also recommended that the PCC will also appoint an Assistant or Deputy for the Data Compliance Officer (DCO).

As a minimum, the Deputy will be familiar with the GDPR guidance on the Birmingham Diocesan web site.

**4.0 PCC Sub Groups, Data User Groups (DUG) and Data Subjects (See Appendix A)**

All groups within the churches who hold and use personal data, will nominate a Representative to liaise with the DCO and DDCO.

The group members, in conjunction with the Representative, will agree the minimum set of data which is required for the group to operate successfully.

All users, or those supported by the group (Data Subjects - DS) must formally agree, in writing, to provision of their personal data. If they withdraw from the group, their data must be removed from the group’s records.

As a minimum, the Representative will be fully familiar with the guidance on GDPR on the Diocesan web site.

The Representative will review annually, in conjunction with members of their group, all personal records held on leaders, supporters and users.

All data on former members of the group will destroyed, unless the former member wishes to remain as an identified associate.

The data for all users, or those supported by the group (DS), will be removed after six months since their last attendance of the group unless specific agreement has been reached that their data be retained.

**5.0 Data (User) Processor**

The parish Office Manager will be the PCC’s nominated primary data processor/user and holder.

All personal data will be securely stored and any digital media will be password protected.

The PCC will nominate another member or members of the PCC who can access the Parish database of personal information should this be necessary.

Both the parish Office Manager and the nominated PCC member who can access the data will receive formal GDPR training.

**6.0 Gift Aid Officer (GAO)**

As a minimum, the GAO shall be fully familiar with the information relating to GDPR on the Diocesan web site.

The GAO shall hold all necessary personal information required to support Gift Aid submissions. They will be eligible to hold personal information of anyone joining the scheme.

Should anyone leave the scheme, their personal information shall be deleted from the database.

**7.0 Visiting Clergy**

Personal contact details for all visiting clergy will be held by the parish Office manager and Church Wardens to facilitate arranging coverage for church services.

**8.0 Occasional Offices – Weddings/Baptisms/Funerals**

Personal data of visitors to the churches under the auspices of occasional offices, shall be held and managed by the Data Processor and Vicar. It will be shared, as necessary, with the minimum number of church officers who are involved in organising or supporting specific services. Any personal information shall be destroyed following the service to which it relates.

If, for the purposes of on going support, it is desired to retain visitors personal data, in the form of contact details, a specific request to do so will be completed and signed by said visitor/s. See the pro forma in Appendix D.

**9.0 External links**

Links with outside organisations and personnel may require us to hold personal information. If so, this must be handled in compliance with the GDPR. Data must only be held for the stated purpose agreed between the parties and for only as long as strictly necessary as defined in the agreement.

Some organisations may have specific clauses in their Terms and Conditions or Cooperation Agreement detailing how compliance with the GDPR should be achieved. Please see Appendix E for details of specific requirements.

**10.0 Church Directory**

A church Directory shall be compiled of personal contact details for all those listed on the Electoral roll, but only if written permission is obtained to include those details.

Details shall be provided, in advance, to all those who agree to have their personal information recorded, of the purposes for which the information may be used.

See the assent pro forma and FAQs authorising the inclusion of data in the Directory

**11.0 Electoral Roll**

The content of the Electoral roll is defined in Canon Law and therefore is not subject to the requirements of the GDPR. However, see the Church Representation Rules 2020 detailed publication constraints which ensure compatibility with GDPR.

**12.0 Safeguarding Database**

It is a legal requirement to hold the data required for Safeguarding and it is therefore not subject to the provisions of the GDPR. However, data security constraints applicable to the database ensure compatibility with GDPR.

**13.0 Membership of “Support” Rota**

Those members of church rota solely providing a service in sustaining general church activities and whose members share contact details within the group for communication and coordination, are not subject to the provisions of the GDPR.

**14.0 Review and Revision number**

The SC/DCO will report the findings of the initial DPIA and make recommendations to the PCC for any required actions or process changes.

This policy shall be reviewed by the PCC annually or for any major amendment of the GDPR.

Revision number: Draft 3.3

Date: 1st September 2020

**15.0 Approval**

Approved: PCC Chair – Signed:

Recorded: PCC Secretary – Signed:

K. Parsons

Warden – Holy Trinity, the Lickey, with St Catherine, Blackwell.

1st September 2020.

**Appendix A – For use by the DCO to gather information**

A List of Groups that may hold personal data and would therefore be subject to the provisions of the GDPR:

Group: Representative (TBC):

Baptism Team Alma Martin

Coffee, Cake and Chat Gillian Cloake

Community Café Maggie Forknell

Common Thread Angela Bevan

Crèche Alison Marshman

Fast Forward Emma Sargeant

Homegroup Marlene Parsons

Homegroup Mike Puddephat

Homegroup Clive Rushton

Homegroup Judy Waller

Home Communion Team Sheri Gidney

Mosaic Group Maureen Dew

Ministry Team Sheri Gidney

Open the Book Maggie Forknell

Parish Office Sandra Smith

PCC and Standing Committee PCC Secretary

Pastoral Care Team Sheri Gidney

Poppies Bereavement Support Group Sheri Gidney

Prayer Ministry Team Roger Jones

Progressive Fellowship Brian Parr

Singing for Fun Libby Parr

Six Weeks In…. Dave Gidney

Sunday Club and Jam Erin James

Sunday Club Debbie Wilson

Trinity Centre Committee Alison Rushton

Tiny Church Clive Rushton

Tuesday Coffee Morning Judy Hickman-Smith

Thursday Prayer Group Angela Bevan

United Soulmates Clive Rushton

See also the PCC sub groups. PCC representatives to report compliance of the groups with regard to GDPR – see general requirements for group practices, which require compliance with GDPR.

**Appendix B**

**Data Audit Pro-forma**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Why is the data held and what is it used for? | Basis for processing data (e.g Consent) | Who holds the data and who can access it? | What security controls are in place? | How long is data kept for? | Is this covered by our privacy notice? | ACTION REQUIRED |
| Example:Gift Aid declarations | *For claiming Gift Aid* | Consent given by completion of declaration | Held by Gift Aid Officer. Also accessed by Treasurer | On paper. Kept in a filing cabinet | Six complete calendar years after the last Gift Aid claimed on the declaration | No – *not yet written our privacy notice* | Write privacy notice |
|  |  |  |  |  |  |  |  |

See separate pro-forma available for Data User Groups.

**Appendix C**

**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of
Holy Trinity, Lickey with St. Catherine’s, Blackwell**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**2. Who are we?**

The PCC of Holy Trinity with St. Catherine’s (Lickey PCC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

Lickey PCC complies with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

* To enable us to provide a voluntary service for the benefit of the public in a particular

geographical area as specified in our constitution;

* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of gift aid

applications);

* To inform you of news, events, activities and services running at the churches;
* To share your contact details with the Diocesan office so they can keep you informed

about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

**4. What is the legal basis for processing your personal data?**

* Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
* Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

o there is no disclosure to a third party without consent.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes

connected with the church. We will only share your data with third parties outside of the parish with your consent.

**6. How long do we keep your personal data1?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

**7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which Lickey PCC holds about you;
* The right to request that Lickey PCC corrects any personal data if it is found to be

inaccurate or out of date;

* The right to request your personal data is erased where it is no longer necessary for

Lickey PCC to retain such data;

* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her

personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the parish Office Manager at The Church Office, Trinity Centre, 411 Old Birmingham Road, Lickey B45 8ES email: lickeyoffice@btinternet.com Phone 0121 445 1425.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

 Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - https://www.churchofengland.org/about- us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx

**Appendix D**

**Request to retain personal details for on going contact and support:**

It has been a pleasure for us to meet and serve you, your family and friends and to welcome you to our church for the recent special service.

We would like to be able to contact you again in the future to let you know of events which we think you would enjoy, or value.

The information which you provide will be kept securely and will not be supplied to anyone outside our church. You can withdraw your consent to us holding the information at any time by writing to our office manager at the church office at:

The Parish Office

Trinity Centre

411 Old Birmingham Road

Lickey

Birmingham

B45 8ES

If you’re willing, please provide the following information and consent by adding your signature:

First Name Surname

|  |  |  |
| --- | --- | --- |
|  |  |  |

House Name/Number

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|  |

Street

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|  |

Area/District

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|  |

City County

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| --- | --- | --- |
|  |  |  |

Postcode

|  |
| --- |
|  |

Home phone number Mobile phone number

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

Signature: …………………………………………………………. Date: ………………………………..

**Appendix E**

**External Personnel and Organisations**

When the churches are working with external personnel or organisations, the above policy requires that we, at all times, remain compliant with the GDPR. However, some organisations may stipulate specific means of achieving compliance. Details of those organisations and requirements will be captured here.

**Welcome Network (Refugee support)**

**Welcome Network Church Agreement:**

Thank you for applying to join the Welcome Network! We are so pleased that you want to welcome refugees and asylum seekers arriving in your community.

Welcome Churches equips the UK Church to welcome refugees and asylum seekers arriving to the UK. We aim to reduce isolation of newly-arrived refugees by providing community and support, particularly within the first few months of their arrival into a community.

Welcome Churches aims to complement other local projects by equipping and mobilising the local Church to join in. By joining the Welcome Network, churches are able to maintain their vision and values and contribute to the welcoming of refugees in the UK. Therefore, we always work in partnership with local churches and ask volunteers to commit to the Christian faith and values we uphold.

The Welcome Network connects refugees to local churches who will actively welcome them into their community and their church family. We ask churches who want to take part to share our core values, as outlined below. In order to sign up to the Welcome Network, the Church Leader, Data Protection Officer and designated Welcome Coordinator should agree to the following:

**Statement of Faith and Core Values**

* ●  We have read and agree with the Welcome Churches Statement of Faith outlined below.
* ●  We agree with the Welcome Churches Values outlined below.
* ●  We agree to welcome refugees who we come into contact with through the Welcome Network.

**Data Protection, Safeguarding and Insurance**

* ●  We have read and agreed to the Welcome Churches Data Protection Agreement outlined below.
* ●  All aspects of activities with refugees come under our church’s safeguarding policies.
* ●  The church has public liability insurance that covers all its activities and work with refugees.

**Financial Contribution**

● We recognise that Welcome Churches is a charity which relies on donations from churches and individuals in order to continue to connect refugees with their local church. We understand that churches are asked to consider donating to Welcome Churches each year and will receive communication regarding our fundraising campaigns.

This agreement will be reviewed annually by the church and the Welcome Churches team.

Welcome Churches, Bridge House, Riverside Court, Derby, DE24 8HY
01332 498041 info@welcomechurches.org Registered charity number: 1177344

**Statement of Faith**

Welcome Churches is a Christian ministry. Our Trinitarian faith is enshrined and expressed in the historic creeds of the church:

We believe in God the Father Almighty, maker of heaven and earth; and in Jesus Christ His only Son, our Lord,
who was conceived by the Holy Spirit;
born of the Virgin Mary;

suffered under Pontius Pilate;
was crucified, died and was buried.
He descended into hell,
the third day he rose again from the dead;
He ascended into heaven, and sits at the right hand of God the Father Almighty, from where He will come to judge the living and the dead.
We believe in the Holy Spirit;
the holy Christian Church;
the communion of saints;
the forgiveness of sins;
the resurrection of the body;
and the life everlasting.

**Values**

We believe in:

**Welcome**

Christians are called to love and welcome the stranger, whatever their cultural background. Every church has the privilege and opportunity to welcome and care for refugees and asylum seekers in some way.

**Empowerment**

Refugees are resilient and creative. We want refugees to grow in their gifting and leadership and churches to benefit from their unique contribution.

**Building Community**

Churches are well placed to provide community and care for those who have lost homes and family and are recovering from trauma.

**Relationship**

We value relationships with other organisations, networks and individuals. We help churches connect relationally with partners in their own communities to provide integrated support for refugees.

**Religious Freedom**

Refugees arriving in the UK should have the freedom and right to explore faith without fear of intimidation or persecution. Churches should be well equipped to help them.

**Justice**

Welcome Churches, Bridge House, Riverside Court, Derby, DE24 8HY
01332 498041 info@welcomechurches.org Registered charity number: 1177344

The Church should be at the forefront of challenging injustices faced by refugees and asylum seekers and fear and prejudice within our wider communities.

**Data Protection**

By being part of the Welcome Network, you may receive refugee referrals from other churches. As the data controllers, Welcome Churches have a responsibility to ensure that all local churches we partner with will treat any data that we pass to them responsibly and with sensitivity. Welcome Churches will ensure that any data passed to you will comply with any data protection regulations required in the Data Protection Act (2018). However, please note that it is the responsibility of your church to ensure they do everything possible to ensure correct provisions are in place to adhere to the Act. (This responsibility cannot be conferred to Welcome Churches). In order for us to pass refugee referrals to the church, your church is required to agree to the following:

**Processing data**

* ●  To have an up-to-date Church Data Protection Policy (Data Protection Act 2018).
* ●  To adhere to the General Data Protection Regulations as a church.
* ●  To include receiving refugee referral data from Welcome Churches in the Church Data

Protection Policy.

* ●  To only share Welcome Churches refugee referral data on a need-to-know basis. The primary

responsibility for this data lies with the Welcome Churches Coordinator for the church. The only other people who should be given the personal data are the designated volunteers (Welcomers) for the Neighbour (refugee/asylum seeker) you are contacting. This data should be treated confidentially with the understanding that sharing it with unknown people could put lives at risk.

* ●  To store Welcome Churches refugee referral data on a secure password-protected computer system. This should only be able to be accessed by the church’s Welcome Churches Coordinator. It is the church’s responsibility to ensure that all relevant IT security protocols are in place.
* ●  To have a secure email address set up specifically for the administering of refugee referrals in the church (e.g. coordinatorsname@happychurch.com). This should only be accessed by the Coordinator.
* ●  To ensure any paper copies of data are stored securely and accessible only by the Welcome Churches Coordinator.
* ●  To only store refugee referral data as long as it is needed. We generally recommend that this is deleted within one year of receiving the referral.
* ●  To let Welcome Churches know if the church has designated an administrator to help the Welcome Churches Coordinator in the processing of the data.

**Liaising with the referrer**

* ●  To contact the referrer (e.g. church in a different part of the UK) to tell them when you are making contact with the refugee and to let them know once you have met the refugee being referred. You can also contact them to ask for their help introducing you to the refugee if you wish.
* ●  To not store the referrer’s contact details longer than necessary.

Welcome Churches, Bridge House, Riverside Court, Derby, DE24 8HY
01332 498041 info@welcomechurches.org Registered charity number: 1177344