

Data Protection Policy

This data protection policy regulates how the Hayling Island Baptist Church processes and stores personal data of its members. It applies to all employees, officers, members and volunteers of the Church. Its purpose is to ensure that the Church complies with the law and operates to high data protection standards. 'Church' for these purposes includes the Deacons, any Committees and individual officers of the Church.

In this policy "personal data" means any recorded information which identifies a living individual.

1. Purpose

As a membership organisation the Church processes, retains and shares personal data of its members for the purposes set out in the Data Protection Notice – Church, which is attached to this Policy. Where the Church employs or contracts with a member it may also process, retain and share personal data of that member for all lawful purposes related to that employment or contractual relationship.

The Church shall not collect or store personal data of members for any other purposes.

2. Appointment of a Data Protection Officer

The Church has appointed a Data Protection Officer, who will oversee compliance with data protection law and will act as a point of contact for members and the Information Commissioner's Office (the "ICO"). The Data Protection Officer has a direct line of communication with the Deacons and/or Minister and shall have, or shall undergo, training to ensure that he has knowledge of data protection law and practices.

The Data Protection Officer in this Church is the Finance Officer Mr Terry Worrall.

3. Members' data rights

A member may request that the Data Protection Officer:

- a. Provides him/her with a copy of all personal data that the Church holds about him/her. The Data Protection Officer shall promptly provide a copy of all information required to be disclosed by law.
- b. Rectifies any incorrect personal data held by the Church about him/her. The Data Protection Officer shall promptly consider such a request and respond to it in accordance with the law.
- c. Stops the Church from processing some or all of his personal data. The Data Protection Officer shall promptly consider such an objection and respond to it in accordance with the law.

4. Deletion of personal data

A member may resign from the Church at any time. After it has processed such resignation(s), the Church shall delete personal data that it holds about that member as set out in the Data Protection Notice.

5. Sharing data with third parties

As a membership organisation the Church shares:

- a. Personal data of its members with the Baptist Union.
- b. Personal data of members with other members of the Church.

It will not share personal data of members for any other reason unless it has the consent of the relevant member.

6. Data Protection Notice

The Church shall publish a Data Protection Notice so that it is available to members. The Notice shall comply with the requirements of data protection law and among other things shall inform members how their personal data will be used by the Church and how they may contact the Church's Data Protection Officer.

7. Data security

The Church shall periodically review the security of its records and processing activities and shall take appropriate steps to ensure the confidentiality, integrity and availability of personal data that it holds.

8. Registration with ICO

The Church shall maintain its annual registration with the ICO.

9. Reporting breaches to the Data Protection Officer

Actual or potential breaches of this policy, or of data protection law by the Church, shall be reported immediately to the Data Protection Officer. Breaches shall be reported if required via the Data Protection Officer to the ICO or directly to the member(s) whose data is affected. Normally the Data Protection Officer shall not report breaches without prior consultation with the Deaconate.

Further information on Data Protection legislation can be obtained at the ICO website:
www.ico.org.uk

Date policy adopted: 29 April 2018