

Data Protection Policy for the Parish of St Matthew, Triangle and All Saints

In our three churches and in the parish office we use personal data about individuals for the purpose of general church administration and communication. We recognise the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998.

Data will

1. Be processed fairly and lawfully
2. Will be obtained for and used only for specified lawful purposes
3. Be relevant to the need and not excessive
4. Not be kept for longer than is necessary
5. As far as it lies within our power, be accurate and kept up to date.
6. Be processed in accordance with the rights of the individual
7. Be kept secure
8. Not be transferred to other groups.

Records covered include:

- Recruitment and employment records
- Membership (including lists of specific groups such as homegroups, Sunday School etc)
- Gift aid and financial information
- DBS (Disclosure and Barring Scheme) records

Photographic images

We will seek to obtain individual consent of both still and moving images of individuals, but cannot guarantee the same level of security for crowd shots. All images will be used only for our own marketing and creative purposes, and will not be passed on to a third party without obtaining consent. Please let the parish administrator know if you would prefer images of yourself not to be used in this way.

Data will be stored both in paper form and electronically. Sensitive papers are kept secure and destroyed when no longer needed. Electronic data is kept on a secure, passworded computer and is destroyed when no longer needed.

People who have access to this data include

Employment records: Rector, Administrator & Financial team

Gift aid and financial information: Parish and District treasurers, anyone employed to help with finances, auditors.

DBS records: Rector and Parish Safeguarding Officer

Membership (names, addresses and phone numbers): There will be a copy in the parish office and a copy of the church membership list at each local church. Members of the Leadership team may hold a copy. In addition group leaders will hold copies of the relevant names (home groups, pastoral teams, music groups Sunday School etc). Electoral Rolls will be held by the electoral roll officer for each church.

Personal data will be transferred in a responsible and considered way.

Members of the parish electoral roll who need to contact another member can obtain the details by asking the administrator. Those who wish to opt out of their details being given out in this way should inform the administrator. No names, addresses or phone numbers, or email addresses, will be given to anybody who is not a member of one of the three churches.

Anyone who wishes to see what information is held about them has the right to access the personal data held. Any person wishing to exercise this right should make the request in writing to the Parish Administrator, the Fletcher Centre, 2 Crescent Road Ipswich IP1 2EX using the standard letter which is available online at www.ico.gov.uk. We reserve the right to charge a maximum fee of £10. All requests for access to personal information will be dealt with as quickly as possible and within 40 days of receipt unless there is a good reason for delay, in which case this will be explained in writing.