

**Establishing Good Data Protection Practice in Your Church**

REMEMBER - Data Protection legislation applies to both paper and electronic records and includes photos and videos as well as documents.

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| **Tick when complete** | **Checklist** |
|  | 1. Confirm who is the Data Controller for your church. In most cases this is likely to be the eldership.
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|  | 1. Make sure that the Data Controller(s) understands what constitutes personal data. (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.)
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|  | 1. Make sure that the Data Controller(s) understand what constitutes SPECIAL CATEGORY (sensitive) personal data (ie data which contains information about: racial/ethnic origin; political opinions; religious or philosophical beliefs; TU membership; genetic/biometric for identification; health; sex life and sexual orientation. Special Category data can only be processed **with explicit consent**.
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|  | 1. Compile a full list of **all** the types of personal data the Church collects and holds.
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|  | 1. For each type of information determine where and how it is held.
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|  | 1. Ensure that the data is held securely. Take steps to ensure that personal data is not disclosed to others without that person’s permission – this includes: birthdays; addresses; telephone numbers; email addresses; matters relating a person’s health.
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|  | 1. For each type of information determine how long it should be held and be able to justify your decisions.
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|  | 1. Dispose securely of any data which is no longer useful.
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|  | 1. For each type of information establish a routine for the permanent and secure disposal of time-expired data.
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|  | 1. Determine who will deal with Subject Access Requests (SAR). Usually the Church Secretary.
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|  | 1. Make sure that the Church Secretary or other relevant person(s) know that there is a statutory limit (30 days) within which to comply with a Subject Access Request.
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|  | 1. Complete and publish your church’s Privacy Statement.
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|  | 1. Make sure that the Privacy Statement is posted in a prominent position and that members, friends and adherents are aware of its existence and that copies are available for them to take away.
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|  | 1. Bring the Privacy Statement to the notice of members at a Church Meeting and review regularly its effectiveness - suggest at Annual Church Meeting.
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|  | 1. Monitor, review and amend as necessary.
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