

## **ST QUIRICUS & ST JULIETTA CHURCH, TICKENHAM**

### **PRIVACY POLICY / PROCEDURES UNDER GENERAL DATA PROTECTION REGULATIONS 2018**

All personal data records held by Tickenham Parochial Church Council (PCC) are to be gathered with consent and will be held for specified and legitimate purposes.

The PCC will ensure that all data is processed lawfully, fairly and in a transparent manner.

At no time will personal data be shared with any other party, nor will it be used for a purpose other than that for which it is specifically held.

All personal data held electronically will be password-protected; manual records will be kept in a locked cabinet.

The PCC recognises the need for special protection of children's personal data as set out in the GDPR.

Personal data will be deleted in the event that a person withdraws consent, stands down from a specific group or for any other reason wishes to withdraw from church activities. However, data relating to financial support will be retained for seven years as part of the normal requirement for financial records and suppliers'/contractors' data will be retained for five years.

The PCC will ensure that data subjects have all rights contained within the General Data Protection Regulations, i.e. the right to be informed, right to access, right to correction, right to deletion, right to restrict processing, right to data portability, right to object, right not to be subject to automated decisions.

Personal data will be checked periodically and any that is found to be inaccurate will be corrected or deleted without delay.

An audit of personal data will be carried out annually.

#### **Electoral Roll**

Keeping personal data of those on the Electoral Roll is deemed to be a legitimate activity of the PCC under the Church Representation Rules.

#### **Church Groups**

Only those personnel with a specific responsibility for each of these groups will have access to personal data.

Groups in which the Church and PCC have a legitimate interest have been identified as those listed below.

- The PCC
- The Standing Committee
- Flower arrangers
- Bell-ringers
- Coffee rota
- Worship group
- Duty rota
- Magazine distributors
- Church staff
- Suppliers & contractors

Those identified as requiring 'specific consent' have been identified as:

- Gift Aid donors
- Friends of Tickenham Church