

Data protection Guidelines for St Mary's, Wavendon



When fulfilling a role for the church we must adhere to data protection rules. This applies to both paper and electronic records and includes photos and videos.

- All data must be held securely.
- Paper records are to be kept in a locked cupboard or filing cabinet.
- Electronic data should be password protected, this includes data held on laptops, data sticks, phones and other portable electronic devices. Consider who you share a pc with. Is the data safe?
- Electronic data includes text, email and phone messages not just electronic files.
- Do not disclose personal data without that person's permission. That includes, but is not limited to, birthdays, addresses, telephone numbers, email addresses, matters relating to a person's health or financial situation.
- Dispose securely of data which is no longer required or useful.
- When emailing put email addresses in 'bcc' (blind copy) not the 'To' line as it prevents people seeing other people's emails – the exception being 'team' emails where consent to share information is already understood.
- Consent should always be explicit and in writing.
- When mentioning pastoral concerns or praying for identifiable individuals take reasonable steps to ensure that the individual (and anyone else who may be directly or indirectly involved) is willing for this to happen.
- When minuting pastoral concerns, refrain from mentioning names and the nature of the concern.
- Prayer lists should be confidentially destroyed immediately after they have been used.
- Do not share information in public to avoid eavesdropping.
- If using cloud storage ensure that the servers are located within the European Economic Area (EEA) and take reasonable steps to ensure security.
- Minimise what you keep. Only collect data that is relevant and necessary and do not keep it any longer than required.
- Check that existing and former stewards and volunteers are not retaining their own copies of personal data in paper form or electronically once it is no longer required (e.g. names and addresses not in the directory, copies of membership forms). Seek their confirmation that all such data has been returned or destroyed.