

# Data Protection Policy

## Statement of Policy

St Philip and St Jacob Church (Pip n Jay Church) uses personal data about living individuals for the purpose of discipleship, communication and general administration. The operations manager will act as data controller, or in their absence, a member of staff as appointed by the parochial church council from time to time.

Pip n Jay Church recognises the importance of the correct and lawful treatment of personal data. All personal data whether being held physically on paper or in soft format on computer will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998.

Pip n Jay Church fully endorses and adheres to the eight principles of the Data Protection Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Data controllers who obtain, handle, process, transport and store personal data for Pip n Jay Church must adhere to these principles.

## Principles

The Principles of the Data Protection Act require that personal data must be:

1. Processed fairly and lawfully
2. Processed for limited purposes and in an appropriate way
3. Adequate, relevant and not excessive for the purpose.
4. Accurate
5. Not kept for longer than necessary for the purpose
6. Processed in line with individuals' rights.
7. Secure
8. Not transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of the individuals in relation to the processing of personal data.

## Confidentiality

Pip n Jay Church will treat all of your personal information as private and confidential and not disclose any data about you to anyone other than the leadership team and ministry co-ordinators (Staff & Volunteers) of the church in order to facilitate the administration, day to day ministry and parishioner discipleship of the church without prior consent.

All Pip n Jay staff and volunteers who have access to personal data will be required to agree and adhere to this policy.

There are four exceptional circumstances to the above permitted by law.

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

## Data Handling

Personal information will not be passed onto any third parties outside of the church environment.

The need to process data for normal purposes will be communicated to all data subjects. Some data held in personal records may be of a sensitive nature (explicit permission required). Pip n Jay Church will only store sensitive data when it is relevant and necessary.

All individuals who are the subject of personal data held by Pip n Jay Church are entitled to:

- Ask what information the organisation holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what the organisation is doing to comply with its obligations under the 1998 Data Protection Act.

Personal data will not be retained any longer than is useful for the operation of Pip n Jay Church. In the case when personal data is no longer useful, it will be deleted, burned or shredded as appropriate. Pip n Jay Church reserves the right to keep non-personally identifiable data about individuals for statistical analysis.

For Safeguarding purposes, records relating to children's activities will be kept securely in our care for an indefinite period.

## Use of Personal Data

Pip n Jay use your data for four main purposes:

1. The day to day administration of the church; e.g. pastoral care, discipleship and oversight including all forms of communication, home visits, preparation and publication of a church directory (explicit permission required), preparation and publication of ministry rotas (explicit permission required), maintaining financial records.
2. Contacting you to keep you informed of church news, activities and events.
3. Statistical analysis; gaining a better understanding of church demographics. N.B. although collated church data may be passed to a third party such as attendance or number of core groups, no personal data will be disclosed.
4. Safeguarding

## Database and Data Storage

Physical copies of personal information will be kept secure in lockable desks, draws and cupboards. Information kept on Pip n Jay Church electronic databases shall not be used for any other purposes than set out in this document. The church databases are hosted by Church App

Ltd based in the UK, are accessed through a remote server and therefore, can be accessed through any computer with internet access and fall under UK laws for data protection.

1. Access to the database is strictly controlled through the use of name-specific passwords, which are set up and authorised by the data controller.
2. People who will have secure and authorised access to the databases include the Pip n Jay Church leadership team, volunteers and ministry co-ordinators.
3. The data controller will keep a record of any persons authorised to access or enter this data.
4. The database will NOT be accessed by any authorised user outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is viewed.
5. All access and activity on the church database is logged and can be viewed by the data controller.

## **Rights to Access Information**

Employees and other subjects of personal data held by Pip n Jay Church have the right to request access to any personal data that is being held in manual filing systems and in computer databases. This right is subject to certain exemptions: in particular, personal Information may be withheld if it relates to another individual.

Any person who wishes to exercise this right should make the request in writing to the Pip n Jay Church data controller, using the standard letter which is available online from [www.ico.gov.uk](http://www.ico.gov.uk).

Pip n Jay Church reserves the right to charge the maximum fee fixed by the government payable for each subject request. If personal details are inaccurate, they can be amended upon request.

Pip n Jay Church aims to comply with requests for access to personal information as quickly as possible, and will ensure that this is provided within 40 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.