



**ST JOHN THE EVANGELIST
CHURCH STREET
GOLCAR
HUDDERSFIELD
WEST YORKSHIRE
HD7 4PX**

POLICY DOCUMENT

GDPR POLICY

ORIGINAL ADOPTION DATE : FEBRUARY 2022

VERSION 1

PLANNED REVIEW DATE: February 2024

St John the Evangelist

GDPR Policy

Introduction

St John the Evangelist Golcar collects and processes information about individuals (i.e. 'personal data') for various purposes connected with the provision of the services the church provides and also to facilitate its'. This includes but is not limited to, employment and HR administration, provision of our services, marketing, and church administration. This includes personal data relating to our employed staff, volunteers, membership of the church (including but not limited to those on the electoral roll), members of the public who engage with the church for a variety of reasons (magazine subscribers, those who 'contract' with us to provide occasional services such as baptisms, weddings and funerals), those who hire our facilities, suppliers and other third parties.

St Johns is required to comply with Data Protection Laws to ensure that personal data remains safe and secure and the rights of individuals are respected. The PCC of St John the Evangelist Golcar is both a controller and processor under data protection law, meaning it decides how and why it uses personal data.

This policy and the associated data collection tables explains what data we collect, why we hold it and how it is stored. It applies only to formal church activities and not relationships or groups which could be covered by the term 'friendship groups'.

Who does this Policy apply to?

The safe and compliant storage of data applies to all employees, workers, volunteers, contractors, agency workers, consultants, interns and officers of the church involved in formal church activities.

Who is responsible for data protection at St John the Evangelist Golcar?

The Incumbent and PCC of St John the Evangelist Golcar are ultimately responsible for St John's compliance with applicable data protection law. Employees and volunteers will be made aware of their responsibilities under GDPR.

What data do we store?

This is explained in the attached spreadsheet but is generally names, addresses and contact information, records of Safer Recruitment processes, employment records, volunteer agreements, records of marriages, baptisms, funerals. Most information we collect and store is considered 'ordinary personal data'.

What is personal data?

Personal data means any information relating to any individual (also known as a 'data subject') who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address).

Personal data may be electronic (such as computer files or in emails) or in manual records which are part of a filing system or are intended to form part of a filing system. The latter would include registers and records of occasional offices.

Any data which falls into the category of 'sensitive data' is covered by additional safeguards and restrictions. This is covered in the attached spreadsheet.

How we store your personal information

Information is stored securely. Ordinary personal data is generally secured on personal computers, tablets or hand held electronic devices and is password protected. The people who can access this data is limited.

Sensitive data is subject to additional safeguards. Access to this category of data is strictly limited to those authorised by the Diocese or PCC. It is never shared with others unless not to do so would place the individual at risk.

What is the basis upon which we store and use personal data?

St John the Evangelist is required to process personal data in a fair, lawful and transparent manner

Legal grounds for processing

Data protection law allows us to process personal data only where there are fair and legal grounds which justify using the information.

Examples of legal grounds for processing personal data include the following (at least one of these must be satisfied for each processing activity):

- complying with a legal obligation (e.g. health and safety or tax laws, law of the land or Canon Law);
- entering into or performing a contract with the individual (e.g. an Employee's terms and conditions of employment, or a contract for services with an individual;)
- provision of services
- acting in St John the Evangelist, Golcar. or a third party's legitimate interests (e.g. maintaining records of church activities, and
- obtaining the consent of the individual (e.g. for sending direct marketing communications).

Where consent is relied upon, it must be freely given, specific, informed and unambiguous, and St John the Evangelist, Golcar. must effectively demonstrate that consent has been given.

Your data protection rights

Under data protection law, you have rights including:

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. **Your right of access** - You have the right to ask us for copies of your personal information.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the PCC Secretary via the Church Office if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via PCC Secretary, c/o/ Church Office, St John the Evangelist, Golcar.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>