



## *The Parish of Morden in the Church of England*

# **Data Protection Policy**

### **1. Introduction**

The General Data Protection Regulation (GDPR) regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

The Parochial Church Council (PCC) of Morden Parish, which for the purposes of this policy includes the District Church Councils (DCCs) of the four District Churches, will hold the minimum personal information necessary to enable them to perform their functions. All such information is confidential and will be treated with care, to comply with the law.

The PCC and DCCs, their employees and appointed officers need to keep certain information about employees, members of the congregation and others who attend groups or events run by the church, or who make use of the services offered by the parish. This helps us to:

- Maintain the electoral roll;
- Ensure that weddings, baptisms and funerals are conducted legally and that parish records are up to date;
- Enable correct accounting and Gift Aid claims;
- Allow the dissemination of information;
- Ensure the safe and correct running of groups and events;
- Fulfil the requirements of health and safety and safeguarding policies;
- Fulfil pastoral care requirements of the parish.

### **2. Summary of Principles**

The law is complex, but there are a number of underlying principles, including that personal data:

- will be processed lawfully, fairly and transparently;
- is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent;
- collected on a data subject should be “adequate, relevant and limited.” i.e. only the minimum amount of data should be kept for specific processing;
- must be “accurate and where necessary kept up to date”;
- should not be stored for longer than is necessary, and that storage is safe and secure.

The PCC, DCCs and all staff (paid and unpaid) who process or use personal data must ensure that they abide by these principles at all times. This policy has been developed to ensure this happens.

### **3. Data Controller**

The PCC of Morden Parish is the data controller. However, the Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church’s mission in each community. The PCC works together with:



Emmanuel Church



St. George's Church



St. Lawrence Church



St. Martin's Church

- the team rector and team vicars of our parish;
- the bishops of the Diocese of Southwark; and
- the Diocese of Southwark, which is responsible for the financial and administrative arrangements for the Diocese of Southwark.

The Church is made up of all of these persons and organisations working together. Therefore, the organisations referred to above are joint data controllers, and this means that all are jointly responsible for the processing of data.

In the case of day-to-day matters, the registration of systems and subject access requests, data will be dealt with by the Administrators for Morden Parish and its District Churches.

#### **4. Responsibilities of staff**

It is the responsibility of the data protection compliance officer for the parish to:

- Assess the understanding of the obligations of the parish under the GDPR;
- Be aware of whether the PCC and each DCC complies with those obligations;
- Identify and monitor problem areas and risks and recommend solutions;
- Promote clear and effective procedures and offer guidance to staff (paid and unpaid) on data protection issues.

It is the responsibility of the individual collectors, keepers and users of personal data to be aware of the provisions of the GDPR and its impact on the work they undertake on behalf of the PCC or DCCs.

Any breach of this data protection policy, whether deliberate, or negligent may lead to disciplinary action being taken or even to criminal prosecution.

#### **5. Retention of data**

We will keep some records permanently if we are legally required to do so. Some other records may be kept for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, Morden Parish will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

#### **6. Data Security**

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed deliberately or accidentally either orally or in writing to any unauthorised third party.

#### **7. Disclosure of information**

Information will not be disclosed to a third party without the individual's consent unless required by law. Occasionally the PCC or DCCs may need to hold information about a person's medical condition. This will only be released to medical staff in the event of an emergency.

#### **8. Data Subject Rights**

Every 'data subject' has the following rights with respect to their personal data:

1. The right to access information held by Morden Parish on the subject



- At any point the subject can contact us to request the information we hold on them as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received the request, we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information held by Morden Parish on the subject
    - If the data we hold on the subject is out of date, incomplete or incorrect, they can inform us and their data will be updated.
  3. The right to have information on the subject erased
    - If the subject feel that we should no longer be using their data or that we are illegally using their data, they can request that we erase the data we hold.
    - When we receive their request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
  4. The right to object to processing of the subject's data
    - The subject has the right to request that we stop processing their data. Upon receiving the request we will contact them and let them know if we are able to comply or if we have legitimate grounds to continue to process their data. Even after they exercise their right to object, we may continue to hold their data to comply with their other rights or to bring or defend legal claims.
  5. The right to data portability
    - The subject has the right to request that we transfer some of their data to another controller. We will comply with their request, where it is feasible to do so, within one month of receiving their request.
  6. The right to withdraw consent to the processing at any time for any processing of data to which consent was sought.
    - The subject can withdraw your consent easily by telephone, email, or by post (see contact details below).
  7. The right to object to the processing of personal data where applicable.
  8. The right to lodge a complaint with the Information Commissioner's Office.

## 9. Data Storage and Backup

*Note: the details in this section are supplied on an interim basis, and will be amended subject to the results of parish data audits, including for the four district churches.*

- Data stored and used at a 'parish' level is stored on computers which are secured using the supplier's standard processes, and are password-protected. Any computer back-ups are secure and encrypted.
- Financial information stored and used at a 'parish' level is stored on computerd which are secured using the supplier's standard processes, and are password-protected. Any computer back-ups are secure and encrypted.
- Data stored and used at a 'district' level, including financial information, is subject to security arrangements agreed upon by the relevant DCC. Please contact the relevant District Church for more information.

## 10. Data Breach policy

In the event of a data breach due to theft or loss of media the team rector or a team vicar, one of the parish wardens and the data protection compliance officer must be informed as soon as possible. They should report the breach to



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the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) within 72 hours, decide the seriousness of the loss and if appropriate inform the affected data subjects.

## 11. Privacy notices

We keep a General Data Privacy Notice and a Data Privacy Notice for Role Holders under regular review. Role holders include: parish wardens, deputy (district) churchwardens, the secretary of the Parochial Church Council (PCC), the secretaries of the District Church Councils (DCCs), the treasurer for the PCC, treasurers for the DCCs, members of the PCC, members of the DCCs, representatives for the Merton Deanery Synod, safeguarding officers in the parish, and administrators for the parish and districts.

We will place any updates to these privacy notices on our parish website, [www.morden.church](http://www.morden.church) (the notices were last updated in June 2018).

## 12. Contact details

Any questions about Morden Parish's Data Protection Policy should be directed in the first instance to: The Data Controller, The Parish Office, St Lawrence Church, London Road, Morden, Surrey, SM4 5QT. Telephone: 020 8685 0012. Email: [data@morden.church](mailto:data@morden.church)

The Information Commissioners Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

*The data protection compliance officer for Morden Parish is: Chris Scoffield (St Martin's)*

*This policy was approved by the Morden Parish PCC on: Thursday 7<sup>th</sup> June 2018*