

GUIDELINES FOR GDPR

- 1 The General Data Protection Regulation is intended to protect the privacy of personal data. It is therefore incumbent upon anyone who holds such data to keep them securely, and not to pass the information on without the explicit agreement of the owner.
- 2 Data held electronically should have a strong password.
- 3 Data held in any form of hard copy should be kept securely, locked if possible. If not, the material should be kept out of public view and not easily accessible to those unauthorised.
- 4 Do not disclose any personal information about an individual without first obtaining that person's consent.
- 5 When emailing groups of people, always put their addresses in the 'BCC' row rather than the 'To' row, to prevent an individual's email address being visible to all the recipients.
- 6 Take note of the retention periods in our GDPR policy. Minimise what you keep, within reason.
- 7 If you have retained information from a previous role, in paper form or electronically, all such data should be returned or destroyed.
Shredding facilities will be provided if necessary for the destruction of data held in physical format.
- 8 The Data Controller is the Eldership collectively and the Data Protection Trustee is the Church Secretary.
Questions should be referred to the Church Secretary in the first instance.
- 9 What to do in case of a breach of privacy - See attachment.
- 10 Personal data will be checked once a year, for accuracy.

Further information and advice about compliance with the Data Protection Act 1998 and the GDPR can be obtained from: Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF

The ICO provides a free telephone helpline: 0303 123 1113 (Monday to Friday 9-5) as well as a live-chat facility via their website. For more information about contacting the ICO please see <https://ico.org.uk/global/contact-us>

In November 2017 the ICO launched a new telephone service dedicated to small organisations and charities – to find out more see <https://ico.org.uk/global/contact-us/advice-service-for-small-organisations/>