

## Data Protection Policy

The Wycliffe Fellowship uses personal data about living individuals for the purpose of general church administration and communication.

### 1. Use of Personal Information (Purpose)

The Wycliffe Fellowship collects and holds personal information in order to facilitate the following:

- The church electoral roll, as required by law, which is a list of regular members.
- The day-to-day administration of the church.
- Pastoral care of individuals including pastoral visits and home communion.
- Preparation of ministry rotas.
- Maintaining financial records of giving for audit and tax purposes. Stewardship and financial issues.
- Contacting parishioners to communicate church activities and events.
- Booking and administering baptisms, weddings and funerals.
- Statistical analysis; gaining a better understanding of church status and demographics.
- Safeguarding and the protection of children and vulnerable adults.

We recognise the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998 (*and revision for 2018*). The Parish of Lutterworth Parochial Church council 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.

Employees and any others who obtain, handle, process, transport and store personal data for The Parish of Lutterworth agree to adhere to these principles.

### 2. The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.

8. Not be 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 data subjects in relation to the processing of personal data.

### **3. Storage and Use of Personal Data**

The following are in place to ensure that data is kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.

#### **3.1 Physical Records - The Parish Office and Storage**

The parish office is situated in St Mary's Lutterworth. It houses the administrative hub of the parish and is the place of work for the Parish Administrator.

The parish office is locked when not in use. Key holders are named in appendix 1.

. The code is known by a wide range of church members and whilst this is a barrier to the general public it is not a secure area for personal data.

#### **Safes**

Each church building has a safe which are used to store the Baptism Registers and Wedding Registers

#### **3.2 Electronic Storage**

The following computers hold personal information:

##### **Administrator and Treasurer Computers**

The administrator's PC is kept by the Parish Administrator. It is a windows based machine, with a back up system. The computer is password protected with access being granted to the parish administrator.

Finance and giving record are held on the treasurer's computer, located in the parish office. This PC is protected by password. Access is restricted to the Treasurer.

##### **Shared Drive**

A shared Google Drive is used, with limited access.

#### **3.3 List of Data**

A list of the data sources kept by the PCC is listed in Appendix 1.

## 4. Privacy Statement

The Wycliffe Fellowship has the mission to Worship God, Grow as Disciples and Serve the community. The parish uses personal data in order to:

- Maintain the churches electoral roll, as required by law, which is a list of regular members.
- Undertake the day-to-day administration of the church, for example the preparation of ministry rotas.
- Provide effective pastoral care of individuals including pastoral visits and home communion.
- Maintain financial records of giving for audit and tax purposes and for stewardship and financial issues.
- Contact parishioners to communicate church activities and events.
- Book and administer baptisms, weddings and funerals.
- Provide statistical analysis to gaining insight into church status and demographics.
- Safeguard and protect children and vulnerable adults.

Any information we hold is only kept for the above purposes. All information is held securely and we will never disclose information to another organisation.

### Individuals' Data (Opting in and Opting Out)

All individuals who are the subject of personal data held by The Wycliffe Fellowship are entitled to:

- Ask what information the church 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 PCC is doing to comply with its obligations under the 1988 Data Protection Act.
- Have their data removed by request.

The Wycliffe Fellowship aims to comply with requests for access to personal information as quickly as possible, but will ensure that it 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.

### Maintaining Confidentiality

The Parish of Lutterworth will treat all personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/co-coordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

Data will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.

### 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.

<b>Rector:</b>	Revd Nigel Byard
<b>Churchwarden:</b>	Patricia Dean
<b>Churchwarden:</b>	Peter Kent
<b>Health and Safety Officer</b>	
<b>Policy Dated</b>	Monday 20 <sup>th</sup> May 2024
<b>Review Dae:</b>	May 2025 (PCC meeting)