



Data Protection Policy

OVERVIEW

Pitlochry Baptist Church (PBC) uses personal data about living individuals solely to facilitate:

- Normal church administration – including employee data, membership records, rotas, lettings and financial records of giving for tax purposes,
- Church groups, clubs and other activities,
- The provision of Pastoral Care,
- The production of a Church Contact List,
- Communication regarding church activities.

PBC recognises 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 Acts 1998 and the Privacy & Electronics Communications Regulations 2003. These laws will be updated in May 2018 to strengthen your rights and give you control over the personal information that organisations hold about you.

SCOPE

This policy applies to all trustees, staff employed by PBC, those subcontracted by PBC and to all volunteers and group leaders – and must be adhered to by them, together with any detailed guidelines published separately for this purpose. We will do our utmost to ensure that all its staff, volunteers, and trustees are conversant with data protection legislation and practice.

THE PRINCIPLES

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met,
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.

MAINTAINING CONFIDENTIALITY

Pitlochry Baptist Church will treat all your personal information as private and confidential and not disclose any data about you, without your explicit consent, to anyone other than the leadership of the church in order to facilitate the administration and day-to-day ministry of the church. All PBC staff and volunteers who have access to personal data will be required to agree to sign this Data Protection 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.

USE OF PERSONAL INFORMATION

Pitlochry Baptist Church may use your data for three main purposes:

1. The day-to-day administration of the church; e.g. the provision of pastoral care and oversight including communication and visits, preparation of team rotas, and maintaining financial records of giving for audit and tax purposes,
2. Contacting you to keep you informed of church activities and events, subject to your consent,
3. Statistical analysis; to gain a better understanding of church demographics. Some anonymised data, such as number of small groups or small group's attendance, may be passed to a third party but no personal or potentially identifying data will be disclosed,
4. With your specific permission, for the production of a Church Contact List to be made available to Pitlochry Baptist Church members and those actively involved in the day-to-day function of the church.

The Database Information contained on the database will not be used for any other purposes than set out in this section. It is kept on a password protected computer system. Every effort will be made to ensure we maintain secure systems:

1. Those authorised to use the database only have access to their specific area of use within the database,
2. People who may have secure and authorised access to the database include Pitlochry Baptist Church Staff, church leadership team, Small Group leaders, the Children & Youth leaders, and those the PBC leadership considers appropriate.
3. Personal information will not be passed onto any third parties except as mentioned above,
4. Subject Access - all individuals who are the subject of personal data held by Pitlochry Baptist Church 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 Pitlochry Baptist Church is doing to comply with its obligations under the Data Protection Acts 1998 and the Privacy & Electronics Communications Regulations 2003.
- 5. People have the right to have their data removed, without undue delay. This assumes there are no legal grounds under which PBC is required to keep the data.
- 6. Personal information will not be passed onto any third parties outside of the church environment,
- 7. The need to process data for normal purposes has been communicated to all data subjects. In some cases, if the data is sensitive, for example, information about health, race or gender, express consent to process the data must be obtained.

STORAGE OF DATA MEDIA

All PBC staff and authorised individuals who store personal information obtained under this policy on any electronic devices are required to do so in accordance with the principles of the Data Protection Acts 1998 and the Privacy & Electronics Communications Regulations 2003 and to take due care to ensure that the information remains secure through the use of passwords and encryption where appropriate. This includes data stored on:

- Email account, desktop computer, laptop, tablet computer, mobile phone, landline phone, DVD, voice mail, fax machine, memory sticks, and portable hard drive.

RIGHTS TO ACCESS INFORMATION

Employees and other subjects of personal data held by Pitlochry Baptist Church have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: personal Information may be withheld if the information relates to another individual. Any person who wishes to exercise this right should make the request in writing to the Pitlochry Baptist Church leadership.

Review

This policy will be reviewed bi-annually. Personal data held by the church will be reviewed on a regular basis and consent, where required, re-ascertained.

Trustee	Signed	Date
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