

ST CATHARINES EPISCOPAL CHURCH

George Street, Blairgowrie, PH10 6HA

Data protection privacy policy

SC003473

25th May 2018

Introduction

This document outlines the process used by St. Catharines's Episcopal Church to manage the personal data we hold on our vestry members, members of the congregation and St.Catharine's Church centre users.St. Catharine's Episcopal Church is committed to ensuring that we safely and securely store and process data that we hold on our clients and customers in accordance with all of our legal obligations.

Data we may hold, why we hold it and what we do with it.

We may collect information for various reasons.

Vestry members/members of the congregation/St Catharine's centre users.

A Vestry member/member of the congregation/St Catharine's centre user is someone we have previously, are currently or may in the future be doing business/working with. Activities we carry out with Vestry member/member of the congregation/St Catharine's centre.

- Sending agendas and minutes of meetings
- Submitting Gift Aid Claims to HMRC
- Sending invoices
- Communication information relevant to the Church or Church Centre

We may hold the following information:

- First name,last name, address and e.mail address
- Telephone numbers
- Business name and details
- Invoice details

This information is held securely within our office computer, office laptop and secretar's computer, with password access control only available to St. Catharines Episcopal Church and St.Catharines community Centre. Hard copies where applicable will be kept in a lockable filing cabinet (the desk/filing cabinet is located in the parish office within the locked office). If other hard copies are kept they will be stored with all reasonable care.

Why:

As well as the reasons above we will use your details to provide pastoral care where applicable.

What we do:

We will use the information to raise invoices and to keep in touch with you - we deem this legitimate reasons to hold your information and by contracting with us you agree to us holding these details.

We do not share your data with any third party unless specifically detailed in your contract.

Review/Rectify

You can request access to see the information we hold on you and you can ask us to correct it by telephoning the church office on 01252 874583

Removal

You can ask us to remove your information (other than invoices) by telephoning the church office on 01250 874583 or e.mail stcatherinescommunitycentre@btinternet.com and we will confirm your removal either by e.mail reply and retain your e.mail and confirmation as a record of deletion or by telephone.

Risk Assessment

Business information we hold long term is publicly available information hence data breach impact is low. All information is stored behind a password access login. Passwords will be amended on a monthly basis and account access will be recorded as a cross check. Account access checks will be undertaken on a monthly basis unless contracted otherwise. Hard copies are under lock and key access controlled and Recorded.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a notice sheet) may be accessed from overseas.

Data Breach

Should we become aware of a compromise of your information then we will notify you, those affected and the ICO as soon as practicable and within the 72-hour requirement. We will provide details of what information may have been obtained and advise you of any recommended actions.

Process Review

This process will be reviewed at least quarterly and when there is a change to the process/procedures you will be informed.