

**ST ANNE'S EPISCOPAL CHURCH**  
**FORFAR ROAD, COUPAR ANGUS PH13 9AN**  
**DATA PROTECTION PRIVACY POLICY**

May 2018

SC O14389

### **Introduction**

This document outlines the process used by St Anne's Episcopal Church to manage the personal data we hold on our Vestry members, members of the Congregation and St Anne's Hall users. St Anne'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 Anne's Hall users**

A Vestry member / member of the Congregation / St Anne's Hall 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 Anne's Hall user.

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

We may hold the following information:

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

This information is held securely within the office computer of the secretary, the treasurer or the Hall administrator, with password access control only available to them. Hard copies where applicable will be kept in a locked filing cabinet. 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 these 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 without prior agreement.

### **Review/Rectify**

You can request access to see the information we hold on you and you can ask us to correct it by telephoning either the secretary on 01828 627484 or the treasurer on 01828 627246.

### **Removal**

You can ask us to remove your information (other than invoices) by telephoning the secretary on 01828 627484 or by email [averilv@hotmail.co.uk](mailto:averilv@hotmail.co.uk) or by telephoning the treasurer on 01828 627246 or by email [davidcolville@btconnect.com](mailto:davidcolville@btconnect.com) and we will confirm your removal either by email reply, retaining your email 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 (Information Commissioner's Office) as soon as is 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.