

WARWICK ROAD UNITED REFORMED CHURCH

POLICY ON CONFIDENTIALITY AND DATA PROTECTION

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1 INTRODUCTION

Warwick Road URC needs to gather and use certain information about individuals. These can include customers, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled and stored to meet the Warwick Road Church's data protection standards — and to comply with the law.

2 DEFINITION

Confidential information relates to information about people, finance and property which it is inappropriate to divulge to third parties without the permission of the person or organisation to which it relates, or the person preparing the information.

Data protection refers to controls about how personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection.

There is stronger legal protection for more sensitive information, such as:

- ethnic background
- political opinions
- religious beliefs
- health
- sexual health
- criminal records.

3 POLICY

- 3.1 Warwick Road United Reformed Church collects data from its volunteers, staff, church members, Elders, and 'Friends of Warwick Road' as well as marriage certificates and funeral information. The data collected is for the purposes of health and safety, and communication within the organisation. Marriage certificates and funeral information are kept as legal records. This data is never shared with outside groups or individuals, unless the data subject has given their express consent.
- 3.2 All information relating to the Church, the Church Centre or any other property or business associated with the Church which is not in the public domain will be treated as confidential.
- 3.3 If there is doubt over what constitutes "confidential" in any given circumstance then the matter should be referred to either the Church Centre Manager or the Chair of Trustees.
- 3.4 Staff handling person-identifiable information must be aware of, and comply with, the requirements of the General Data Protection Regulation 2016
- 3.5 All Staff, Volunteers, Church members, Elders and 'friends of Warwick Road' must be aware of and sign the privacy statement and agreement.
- 3.6 All paid and volunteer staff, and Church Elders and Trustees, are required to comply with Criminal Records Bureau clearance requirements (or subsequent updates) if they will have or are likely to have supervisory contact with children & young people under the age of 18, and vulnerable adults, on the Church / Church centre premises.
- 3.7 Hard copies of the data are kept in a locked cabinet or safe and electronic copies are kept on a locked, password protected computer which only office staff will have access to.
- 3.8 Any person that wishes to know what data is kept about them can ask the Data Controller or the Church Secretary to authorise a 'subject access request'. The request will be complied with within 30 days of the request.
- 3.9 Data held will be reviewed annually. If the data is considered to be no longer useful then it will be disposed of securely
- 3.10 Privacy Statement is published online and placed on public display in the premises.
- 3.11 Data will not be:
 - communicated informally
 - stored for more than a specified amount of time
 - transferred to organizations, states or countries that do not have adequate data protection policies
 - distributed to any party other than the ones agreed upon by the data's owner (exempting legitimate requests from law enforcement authorities).