

Hornsea United Reformed Church Data Protection Policy



Data Protection Coordinator: June Barton

Deputy Data Protection Coordinator: Val Pearson

Introduction

Hornsea United Reformed Church is fully committed with the requirements of the Protection Act 1998 ("the Act"), which came into force on the 1st March 2000.

The church will therefore follow procedures that aim to ensure that all employees, Elders, Volunteers of other partners who have access to any personal data on behalf of the church, are fully aware of and abide by their duties and responsibilities under the act.

Statement of policy

In order to operate efficiently, Hornsea United Reformed Church has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, volunteers and partners. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the act to ensure this.

Hornsea United Reformed Church regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the church and those with whom it engages. The church will ensure that it treats personal information lawfully and correctly.

To this end the church fully endorses and adheres to the principles of Data Protection as set out in the Data Protection Act 1998.

The Principles of Data Protection

The Act stipulates that anyone processing personal data must comply with **Eight Principles of Practice**. These Principles are legally enforceable. The Principles require that personal information:

1. Shall be processed fairly and in particular, shall not be processed unless special conditions are met.
2. Shall be obtained only for one or more specified and lawful purpose and shall not be processed in any manner incompatible with that purpose or those purposes.
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
4. Shall be accurate and where necessary kept up to date.
5. Shall not be kept for longer than is necessary for that purpose or those purposes.
6. Shall be processed in accordance with the rights of the Act.
7. Shall be kept secure i.e., protected and an appropriate degree of security.

8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensure an adequate level of data protection.

The Act provides conditions for the processing of any data. It also makes a distinction between **'personal data'** and **'sensitive' personal data**.

- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual, any indication of the intentions of the data controller, or any person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious beliefs;
- Trade union membership;
- Sexual life;
- Criminal proceedings or convictions;

Handling of personal / sensitive information

Hornsea United Reformed Church, through appropriate management and the use of strict criteria controls:

- Observe fully conditions regarding the fair collection and use of personal information
- Meet its legal obligations to specify the purpose for which information is used
- Collect and process appropriate information and only to the extent that it is needed for operational needs or to comply with any legal requirements
- Ensure the quality of information
- Apply strict checks to determine the length of time information is held
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act.

These include

- The right to be informed that process is being undertaken
- The right of access to one' s personal information within the statutory 40 days
- The right to prevent processing in certain circumstances;
- The right to correct, rectify, block or erase information regarded as wrong information.

In addition, Hornsea United Reformed Church will ensure that:

- There is someone with specific responsibility for data protection in the organisation;
- Everyone managing and handling personal information understands that they are responsible for following good data protection practice;

- Everyone managing and handling personal information is appropriately trained to do so;
- Everyone managing and handling personal information is appropriately supervised;
- Anyone wanting to make enquiries about personal information, whether a member of staff or a member of the public knows what to do;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are regularly assessed and evaluated;
- Performance with handling personal information is regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limit of the sharing. Any disclosure of personal data will be in confidence and with approved procedures.

Signed (Church Elders):

A Jordan
 M A Clusley
 R. M. Knappin
 K M Webb
 [Signature]
 J. [Signature]
 V. Pearson

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 Stephen Galt
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Mah Parker-Radall.

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