

DATA PROTECTION - A SUMMARY

CHECKLIST TO HELP PARISHES COMPLY

The General Data Protection Regulation (GDPR) strengthens data protection law and brings it up to date for the digital age. There is some helpful information on what GDPR means for your church at [GDPR FAQs - Parish Resources](#) including:

- Do you need a Data Protection Officer
- What to do in the event of a data breach
- Arrangements for CCTV.

On [Data Protection: Parishes and GDPR - Parish Resources](#) there are templates for:

- Privacy Notices
- Retention Policy
- Audit Form
- Consent Form
- CCTV Policy

The ICO also has a wealth of data protection information for small organisations: [Advice for small and medium organisations | ICO](#)

To help your PCC comply with the law you should consider the following:

1. Make sure that Data Protection appears on the PCC agenda at least annually.
2. Ensure roles which handle personal data (e.g. incumbent, churchwardens, parish administrators and safeguarding officers) have church email addresses to process this data.
3. The PCC should find out what personal data is held, who holds it and what it is used for. Once you have this information, write it down. There is a helpful template on the Parish Resources website here: <https://www.parishresources.org.uk/gdpr/dataaudit/>. The Information Commissioner's Office (ICO) will expect you to be able to give them this information should they ever ask you. It should be reviewed annually (see Point 1 above) and updated as necessary.
4. The PCC should have a Privacy Notice. Put this on your website if you have one. If you are a small parish there is a very simple template on the Data Protection page of the diocesan website at <https://www.cofeguildford.org.uk/docs/default->

[source/resources/gdpr/general-privacy-notice.pdf?sfvrsn=95f75f32_8](https://www.parishresources.org.uk/wp-content/uploads/GDPR-Privacy-Notice-and-Guidance.pdf). If you need a more comprehensive 'Notice' there is a template on the GDPR pages of the Parish Resources website here: <https://www.parishresources.org.uk/wp-content/uploads/GDPR-Privacy-Notice-and-Guidance.pdf>.

5. Agree a simple process for people to notify mistakes or changes in their personal data so that the people looking after particular areas of information can correct it quickly.
6. Remind those sending bulk emails to always use the "Bcc" box for all email addresses so that recipients do not see everyone else's email address. The person sending the email should put their own address in the "To" box.
7. Refer to the Church of England Records Retention Schedule for retention times and the correct protocols for dealing with information which is no longer needed. [Records and Information Management | The Church of England](#)).

If you have any questions about this document, please contact the Data Protection Officer by email at data.protection@cofeguildford.org.uk

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