**DATA PROTECTION - A SUMMARY CHECKLIST TO HELP PARISHES COMPLY**

Version: Final1.0

The General Data Protection Regulation (GDPR) strengthens data protection law and brings it up to date for the digital age.

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. A small organisation such as a PCC is not required to appoint a Data Protection Officer (DPO). It would be helpful, however, if you have a named individual on the PCC willing to act as the co-ordinator for data protection matters.
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>. 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. Remember, much of what PCCs do falls under the category of “Legitimate Interest” or is dictated by other legislation. Check the diocesan “Data Protection and the Parish – Guidelines” on the Data Protection page of the diocesan website (see link above) to see if and when formal Consent might be needed. In many cases it won’t be.
6. 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.
7. 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.
8. Refer to “Keep or Bin – the Care of your Parish Records” for retention times and the correct protocols for dealing with information which is no longer needed. A copy is available on the Data Protection Page of the diocesan website (see link above).

If you have any questions about this document, please contact us at: Church House Guildford, 20 Alan Turing Road, Guildford, Surrey, GU2 7YF or call 01483 790 300 or email the Data Protection Officer, Wendy Sleight by email at data.protection@cofeguildford.org.uk

25 April 2022

GB (Giuseppe Barresi)