

*Gorse Hill*  
BAPTIST CHURCH



## **GDPR an Introduction**

## What is it?

- General Data Protection Regulations (GDPR)
  - Need to be compliant by May 25<sup>th</sup>
  - Reaches further than previous Data Protection regulations
  - Need to properly handle any personal data on behalf of GHBC
    - Data can only be kept for defined purposes under defined basis
  - All data breaches have to be declared
    - With-in 72 hours
  - People have a right to know what is known about them
    - Correct mistakes
    - To be forgotten

# GDPR Principles

- All personal data must be:
  - dealt with lawfully, fairly and transparently
  - collected and used for specific purposes
  - adequate, relevant and limited
  - accurate and up to date
  - kept no longer than necessary
  - secure
- Lawful means:
  - With consent
  - necessary for performance on contract
  - necessary for compliance with other laws
  - necessary to protect interests of the individual
  - necessary for performance in public interest
  - necessary for legitimate interest of GHBC

## What GHBC is doing

- Reviewing what data is held by the church and where & Updating our Data register
- Reviewing registration forms for activities
- Introducing consent forms for new members and church attendees
- Introducing new procedures explaining our data handling processes
- Ensuring out-of-date data is deleted
- Bringing data back into a more centralised control
  - Ensuring sensitive data is held with-in church systems
  - Activities to email from website
- Training Activity leaders

## What it means for us

- Members have access to personal data
  - Church Members Directory/list
  - Members area of the website
  - Details of people we do business with
  - Details of other's bank & tithe information
  - Tell the deacons when new data is collected
- It is possible that a member wants to know more or even to be forgotten
  - We will need to know where to go to report or delete
- Possible that we will have a data breach
  - Hacked computer, Break-in, Lost phone
  - We need to know what and when ASAP
  - We will need to notify the ICO

## Other things to note

- We should also ask children for permission when over 13
  - Children have more protection/rights in GDPR
- Minutes (inc discussion about individuals) are OK under legitimate interest
- Can't ask for consent by email as you need consent to send it
- Can verbally talk about data policy, but stick to the words in the written policies
- Photos of public events can be used
  - 'legitimate interest' to promote ourselves
  - Be careful of exposing ties to the church
- Will need to review our 'new' data policy in the June MM