

# **GENERAL DATA PROTECTION REGULATIONS POLICY**

**We shall . . .**

- agree, maintain, and implement a DATA PRIVACY NOTICE in accordance with Church of England and Government legislation and advice.

- publish and post, in hard-copy upon a suitable church noticeboard, and in electronic format upon our website and/or our webpage(s) on the Church Near You website, a copy of our Data Privacy Notice.

- review and amend as necessary our Data Privacy Notice and our data protection and handling systems and practices (at least) annually at the first or second meeting of the new Parochial Church Council after the Annual Parochial Church Meeting in each year, and at any other such times as shall become necessary.

**We shall . . .**

- maintain up-to-date Data Consent Forms for those who wish to receive information from us.

**We shall . . .**

- encourage and instruct the use of BCC emailing (and other communications) except where deliberate permission has been received from those concerned for the sharing of their email (and other) data in accordance with the task in hand.

**We shall . . .**

- inform as far as is possible those seeking Occasional Offices through Christ Church (Weddings, Baptisms, Funerals) of our GDPR practices, and –

- as far as is possible seek their appropriate permission for the continuing use of any of the data we hold concerning them with regard to any present or future Church activities.

**We shall . . .**

- seek to make our data protection and handling practices known and clear to all those from whom we receive personal data which continues to be held by us in electronic or hard-copy format ; making explicit invitation for them to instruct the removal of such information from our database if they so wish.

- store all data, both electronic and hardcopy, securely.