



# Keeping Information safe

## Horsham PCC Guidance



**What you need to know about the  
changes to data protection**



**Names, addresses, dates of birth ..... as a member of your Church you might have access to a lot of personal information. But do you realise how important it is to keep it safe?**

Data protection legislation has always been strict - but now there's an update to the law which gives us all even more responsibilities.

In May 2018 the General Data Protection Regulation (GDPR) comes into force. GDPR updates the Data Protection Act and means the way we work with personal information needs to be updated too.

We all need to work together to protect everyone's privacy and make sure we stay on the right side of the law.

Personal information is valuable. It can be used to find out where someone lives, works, or goes to school; to impersonate them; or in extreme cases to steal their money or identity.

That means you need to take huge care over it. If you don't, Horsham PCC could be prosecuted, and so could you.

**Here's what you need to know about keeping information safe .....**

### **What is personal data?**

Personal data is information about people that can be used to identify them, like their:

- **Name**
- **Phone number**
- **E-mail address**
- **Twitter handle**
- **Date of birth**
- **Photograph**
- **'Special category data'** - this is information about things like a person's racial or ethnic origin, their religious or philosophical beliefs,

## Golden Rules for keeping information safe

- Keep people's personal information on the church administration system (Church Suite)
- Always keep personal information up to date
- Only download or print personal information when absolutely necessary and use the minimum amount of information required.
- Destroy / delete personal information as soon as you have finished with it
- Keep downloaded information on a device that is password protected
- Keep printed information in a secure place
- Do not share personal information unless you have the person's consent
- Follow the Church of England guidance for keeping and sharing information safely
- If you lose any personal information or share it by mistake report it to the PCC Secretary straight away.

For help or to report lost data call **the PCC Secretary** on

**01403 253762 or e-mail [office@stmaryshorsham.org.uk](mailto:office@stmaryshorsham.org.uk)**

## Collecting Information

We collect personal information in three main ways:

**1** Via paper forms

**2** Via phone or e-mail

**3** As photographs

It is very important that you deal with each correctly, so there's no risk of breaking the law. Don't worry though - if you stick to our guidance you'll be fine.

## 1 Collecting information on paper forms

These include new person, activity consent and health information forms. Always use the approved forms as these are designed to comply with the law.

### Remember:

- Keep completed forms in a secure place
- Where possible, transfer the data on the form into the church administration system (Church Suite) as soon as you can
- When the form is no longer needed, destroy it (shred it or tear it up so it can't be put back together again)

## 2 Collecting information via phone or e-mail

Sometimes you'll need to collect personal information by phone or e-mail - and data protection still applies.

### Remember:

- Make sure no one can overhear you on the phone
- Always explain who you are and why you're collecting the information
- Make sure you've collected the information accurately
- Keep any personal information you collect in a secure place
- Where possible, transfer the information into the church administration system (Church Suite) as soon as you can

## 3 Photographs

Photographs and videos are personal information too. That's why permission must be asked for before photographs are taken.

### Remember:

- Don't photograph or video anyone who has not given permission

#### REMEMBER

To delete photos and back-ups when you have finished with them.

# Using information

We use personal information in three main ways:

- 1 Printing and downloading
- 2 Sharing
- 3 Sending e-mail
- 4 Sending by post

## 1 Printing and downloading personal data

Sometimes you may need to download or printout personal information (e.g. for an activity or trip). Only print or download information you absolutely have to and before you do think carefully about how you can reduce the risk of losing personal data or sharing it with people you shouldn't.

### Remember:

- If you can print or download data don't include more personal details than you need. (e.g. for emergency contact list just use first names and contact numbers).
- Keep printouts and electronic devices in a secure place and don't carry them around if you don't need them.
- Make sure all electronic devices are password protected.
- Avoid downloading data onto shared computers or work computers as other people could access the information.
- Delete / destroy the information once you have finished using it, don't use old lists as they quickly become out of date.



## 2 Stop and think before sharing information

Data protection legislation doesn't mean you can't share personal information, but you have to do it the right way.

**The following guidelines will help you share information within the law:**

- Remember to only share personal information when it is needed to administer someone's participation in a Church activity. If you need to share data for a different reason you must get the person's consent.

**OR**

- You can share personal information in an emergency without consent, e.g. health information with the emergency services in the event of an accident. However, you can't share the same health information with a child's family member unless that person is recorded as a parental contact.

## 3 Sharing personal information by e-mail

- If you need to send personal information (held on the church administration system - Church Suite) by e-mail add it to a password protected attachment.
- If sending e-mail messages use the BCC field so individual e-mail addresses are not shared.

## 4 Sharing data via post

- When sending personal information, don't use ordinary post, use "signed for" delivery.
- If you need to send personal information for more than 10 people, this needs to be more secure, use a "tracked service", (e.g. special delivery).
- If the information you are sending is special category (e.g. health information) this also needs to be more secure so a "tracked service" must be used.

# New Rights included in GDPR

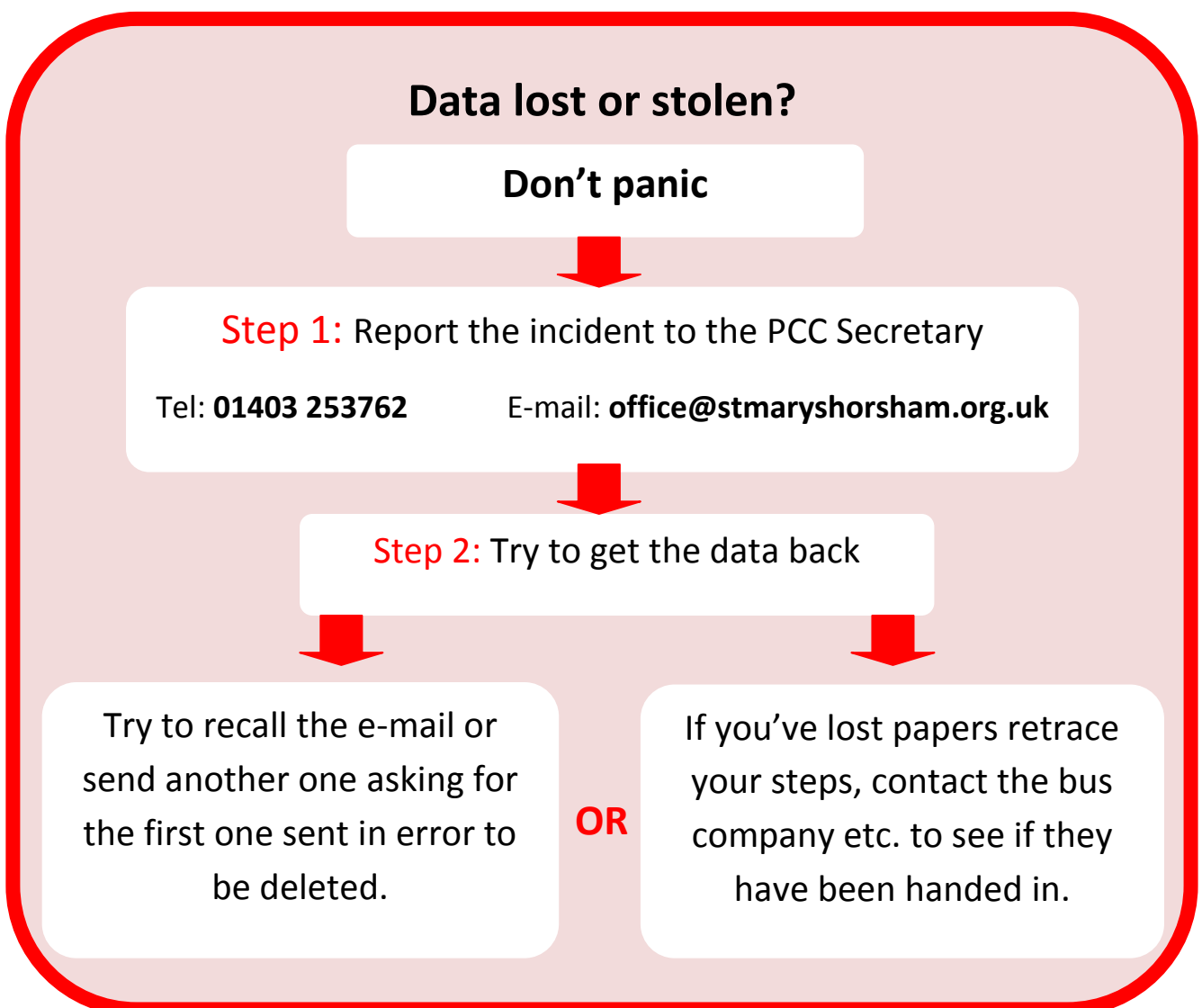
GDPR gives people more control over their personal information, we need to make sure we use our procedures to stay within the law.

Additional information on our procedures and these new rights are on the Parish resources website.

See: <http://www.parishresources.org.uk/gdpr/>

# What to do if data has been lost or stolen

If you think you've lost Church personal information, it's been stolen, or you've shared information in error, this is called a data breach and legally you must report it to the PCC Secretary immediately.



**Got a question?**

**Need advice?**

**If in doubt, please ask for help.**

Contact:

**The PCC Secretary (Administration)**

Horsham Parish Office

Church Centre

Causeway

Horsham

RH12 1HE

01403 253762

[office@stmaryshorsham.org.uk](mailto:office@stmaryshorsham.org.uk)



**THE CHURCH  
OF ENGLAND**

**HORSHAM TEAM MINISTRY**