

Aghalee Parish – GDPR Compliance

Data Handling Policy

Introduction

It is the policy of Aghalee Parish Church to handle all data and information in compliance with the EU General Data Protection Regulation.

Aghalee Parish Church will hold, on the basis of consent, (or, where necessary, on the basis of legitimate interest), information about the names / address / telephone no / email addresses of those who claim membership of our parish congregation and/or organisations – to enable the day to day running of all aspects of parish ministry.

Aghalee Parish Church will hold, on the basis of legitimate interest, information about baptisms, funerals, and marriages which take place in Holy Trinity Church, Aghalee (Soldierstown) – as a matter of historical record within the parish registers.

Aghalee Parish Church may hold, on the basis of consent, such information as is necessary for the administration of our Free-Will Offering and Gift-Aid schemes.

Data Controller

The Data Controller shall normally be the rector of the parish (otherwise, the Data Controller shall be appointed by the Rector and/or Select Vestry).

The Data Controller currently is: Rev Paul McAdam

Post: Aghalee Rectory, 39 Soldierstown Road, Aghalee, Craigavon, BT67 0ES

Phone: 028 92 09 09 89

E-mail: aghaleeparish@gmail.com

The Data Controller, in consultation with the Select Vestry, shall have responsibility for oversight and implementation of all matters relating to GDPR.

All matters relating to the exercise of relevant rights, queries or complaints should be addressed to the Data Controller.

Basis of Consent

It is the policy of Aghalee Parish Church to obtain consent, wherever practicable, for all information that is held in connection with the day to day running of the parish.

Legitimate Interest Policy

In certain circumstances, information may be held on the basis of legitimate interest (see separate policy and ‘Legitimate Interest Test’.)

Children’s Personal Data

All children’s personal information is held in compliance with Safeguarding Trust: The C of I Code of Good Practice (see separate policy)

Aghalee Parish – GDPR Compliance

Data Handling Policy

Data Privacy Notice

The methods by which Aghalee Parish Church records, retains and processes information is set out in the Data Privacy Notice.

The rights of the individual are explained in the Data Privacy Notice.

The Data Privacy Notice shall be displayed on the notice-boards of the church and parish halls; and made available regularly (at least annually) through the parish Facebook page.

The rights of the individual shall be explained regularly (at least annually) in the parish magazine.

Subject Access Requests

Any individual has the right to find out whether Aghalee Parish Church holds any personal information about him/her. Any individual has the right to request a copy of the personal data which Aghalee Parish Church holds about him/her. This should be done by means of a Subject Access Request (see separate policy).

Data Portability

Any individual has the right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]

Withdrawal of Consent

Any individual has the right to withdraw consent to the holding or processing of information at any time.

The Data Controller should be notified in writing and will ensure that the information is removed from all relevant parish records.

Deletion of Information

Any individual has the right to request your personal data is erased where it is no longer necessary for Aghalee Parish Church to retain such data.

The Data Controller should be notified in writing and will ensure that the information is removed from all relevant parish records.

Retention & accuracy of personal data

Any individual has the right to request that Aghalee Parish Church corrects any personal data if it is found to be inaccurate or out of date.

The Data Controller should be notified in writing and will ensure that all relevant parish records are updated.

Right to Restriction of Processing

Any individual has the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.

The Data Controller should be notified in writing and will ensure that all relevant parish records are updated, and restrictions implemented.

Aghalee Parish – GDPR Compliance

Data Handling Policy

Right to object to processing

Any individual has the right to object to the processing of personal data, (where applicable)

[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]

The Data Controller should be notified in writing and will ensure that all relevant parish records are updated, restrictions implemented, and processing ceased.

Complaints

Complaints about the handling of information should be addressed to the Data Controller.

Any individual has the further right to lodge a complaint with the Information Commissioners Office (UK) or Data Protection Commissioner (Ireland)

Transparency & Communication – Privacy Notice

The Data Privacy Notice will be displayed on notice-boards in the church and halls.

The GDPR poster will be displayed on notice-boards in the church and halls.

The Data Controller will update the Select Vestry regularly (at least annually) about the measures being undertaken to remain GDPR compliant.

A summary of GDPR regulations and rights will be printed regularly (at least annually) in the parish magazine and published on the parish Facebook page.

Data Security

All computer records shall be stored securely under password protection.

All paper records and hard-copies shall be stored securely in a locked filing cabinet on parish premises.

Contact details held by leaders of organisations ...

Data Breach

In the event of a data breach:

- the Data Controller shall notify the Representative Church Body (as applicable)
- the Data Controller shall notify the Data Protection Commissioner (as applicable)
- the Data Controller shall notify the data subjects
- the Data Controller shall document all data breaches in the GDPR file.
- the Data Controller shall notify the Select Vestry and other stakeholders (as applicable)

Cyclical Review

It shall be the responsibility of the Data controller, Rector and Select Vestry to ensure that all forms, policies and procedures relating to GDPR are reviewed regularly (at least, annually) and updated as necessary.

- The Parish Pastoral List shall be reviewed on an on-going basis; and at least annually.
- All financial information (FWO & Gift-Aid) shall be reviewed at the start of each financial year - in December/January.
- The General Vestry List shall be reviewed and updated each year in February.
- Safeguarding Trust policies shall be reviewed each year in May/June
- Safeguarding Trust records are reviewed and renewed annually in September (the start of year for our youth & children's organisations).