

Barnsley St Edward the Confessor Data Protection Policy

Aim of this policy: to comply with the Data Protection Act 2018 and to describe how any personal data will be processed in St Edward's church.

Definitions:

- **Personal data:** data referring to any identifiable living individual
- **Data processing:** any activity relating to personal data
- **Data subject:** an individual to whom the data being processed relates
- **Data controller:** the body that makes decisions on how personal data are processed

Data Controller: The PCC of St Edward's church is the data controller; the Incumbent of the parish/benefice is a separate data controller

Principles:

Personal data will be processed lawfully, fairly, transparently, accurately, and confidentially. No data will be disclosed to a third party without explicit consent*

Personal data include:

- Electoral roll
- Financial information
- Pew sheet
- Safeguarding information

Where personal data are stored:

- On paper (locked away)
- On computer (password protected)

How you can have your personal data deleted:

- Make a request to the PCC secretary in writing
- Some data cannot be deleted, for example information in parish registers

Data subject access requests:

- Anyone can ask to see their personal data to check accuracy; please make a request in writing to the PCC secretary

Safeguarding:

- Sensitive information is kept by the Parish Safeguarding Officer and available only to him/her
- Some data may be shared with third parties if necessary to protect children and young people as this is a special category under the Data Protection Act 2018*

What happens if there's a data breach:

- Data subjects will be informed

Agreed by the PCC July 2024