

Trinity Church Sutton

Data Protection Policy for Volunteers and Staff

This document sets out how we all work together to protect the privacy of all those who are part of Trinity Church or are associated with it by handling personal data in accordance with the law and these procedures.

This policy must be followed by all volunteers, ministers and staff and relates to personal data (e.g. names, contact details, photographs and any other records specific to an individual) which you hold in your capacity as a volunteer, minister or staff member.

If you store or use personal data on behalf of the church you must read our [Privacy Policy](#) and understand how your use of personal data fits within that Policy.

If you have any questions or concerns about how you store, use and dispose of personal data on behalf of the church you should ask the Minister or a Deacon, or our Data Champion.

You must :-

- take practical steps to protect personal data - if the data is stored on electronic devices protect it with passwords that are not easily guessed and back up the data regularly, or if on paper, keep the papers in a secure location and do not leave them lying around where others may see them;
- take care not to lose personal data when it is in transit e.g. on public transport;
- give more careful protection to more sensitive personal data such as using file encryption or keeping it in a locked filing cabinet; and
- dispose of personal data securely, e.g. by shredding.

You must not :-

- use personal data for purposes other than those for which they were collected without the person's consent;
- share someone's personal data with someone else in the church who does not have a legitimate need for it;
- give someone's personal data to any third party outside Trinity Church without their permission, other than as covered in our Privacy Policy;
- use data that you hold on behalf of the church for your own personal purposes; or
- store data that you do not need or that is out of date.

You must inform the Minister or the Data Champion as a matter of urgency if you:-

- become aware of any data breach – any time when the security of personal data is compromised such as losing papers on a bus, emailing data to the wrong email address, or the theft of an electronic storage device etc;
- receive a formal request from an individual for access to their personal data - a "Subject Access Request" – or a request for their data to be deleted, or if you receive a complaint about the church's processing of personal data; or
- are engaging in a significant new, or change in, personal data processing activity or plan to use personal data for purposes other than those that it was collected for.

This policy was approved by the Trustees on 3 October 2018.