

## **Parishes of Harden**

### **Data Protection Act Policy.**

In accordance with the Recommendations from the Church of England Record Centre (based on the Data Protection Act 1998), the following statements will be followed: -

- There will be an annual review of the personal data held by the Church. Data concerning people with whom the Church has lost contact will be deleted after 4 years.
- All forms containing personal data will contain the sentence 'For the purpose of the Data Protection Act 1998, we will store your data on encrypted electronic systems for internal use only'. The form will then be signed by one of the adults named on the form (Baptism, Wedding, Children's clubs, keeping in touch cards etc) In the case of funerals, a letter will be sent to the next of kin approximately 2 weeks after the funeral including the above information, asking them to contact the parish if they do not wish to have those details kept.
- The Church members booklets 'Who's Who', are only available to the congregation and not the general public. When being updated, it will be made clear (in writing) that the details given will be also stored electronically.
- All staff and pastoral visitors will keep any information about parishioners marked confidential and secure in their homes or personal electronic equipment.
- Any individual who wishes to see what information is held about them can make a Subject Access Request (SAR) in writing and will have access within 40 days.