

Notes from Data Protection meeting 2nd May 2018

Present : David Close, Ros Jarrett, Richard West, Michael Dane, Wendy Biddington

Audit

Most audit forms have been returned from 'leaders'. Extra ones have been identified that need to go out immediately. Definitive list to be compiled **RJ**

At next meeting need to decide who has access to these names and accessed possibly by invitation to a dropbox spreadsheet

Consent and privacy documents

These have been issued and congregation encouraged to complete with reminders in pew notices. Definitive list to be compiled on a spreadsheet so that it becomes very clear how individuals do and do not wish to be contacted. **WB to explore who might do this.**

Privacy document needs to be amended slightly **RW**

Data controller

Needs to be appointed by PCC at next meeting 09.05.18 **DC**

Role description and DBS required

Adoption of policy and supporting documents

At next PCC 09.05.18 **DC**

Culling records

This is a process that needs to be done within the first year. Subsequent review every 2 years. Any paper records to be cross shredded. Need to purchase **RJ**

Security:

Of Parish computer – remove obsolete names from dropbox. Consider guest invitation

Of paper records – to be stored in inner office filing cabinet locked with key stored in key pad. Need to purchase **MD**

Change keypad number to inner office **MD**

Personal computers – audit what leaders are storing and how. Explain computers must be password protected and file encrypted.

Understand who has access to the Parish Office computer who are 3rd party and check that security

Of mobile phones or email addresses – unsure if these are protected and that password protection of the device is probably sufficient

Multiple address emails to be sent 'Bcc' and then state what group of others this has been sent to rather than revealing names.

Breaches

The data controller will be responsible for reporting breaches to the appropriate authority.

Misc

Remove names and contact details of Walton rota master copy **WB**

Ros to make a note of the time being spent on this as she does not have the capacity to do this work. She also needs folk to make appointments when they need to discuss things at any length so she can plan her work.

Next meeting At 10am on Wednesday 23rd May Church Centre

Agenda

Review definitive consent list against the list of names identified by the 'leader' list – action the outstanding names