

Notes from Data Protection meeting 12th June 2018

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

Apoligies: Richard West

Review of previous minutes of 23rd May 2018.

It appears that all those who have taken consent forms had returned them.

RJ emailed all the group leaders (those who had completed audit forms) on 25th May about them contacting their member and checking the consent forms. She has had no response so will send out a reminder.

MD & RJ had done some work on the Dropbox folders and this is now under control.

RJ to review entries for the Directory to ensure they have all returned consent forms. When the Church Directory was updated include a note on the front page that the list was for personal use only and not for sharing with people not in the directory. **RJ**

WB also has a list of names and addresses for Home Communion and the Community Fund. **RJ** to liaise with Chris Murphy about the Friends list. The Foodbank names and addresses are covered by the Fosse Foodbank GDPR.

Process

Query raised as to how long Baptism, Marriage, Funeral (Green forms) contact information should be retained. This to be checked with the Diocese - ongoing. **WB**

How long to keep forms for Banns, Baptisms, Funerals etc; 3 years unless diocese says longer, **RJ** to check.

How long to keep Safeguarding records; incidents 50 years, DBS checks 25 years.

Prayer Chain; WB had emailed the procedures to the members of the chain, no further action required.

Baptisms: consent form with application – Baptism Visitor

Weddings: consent form with application – RJ

Funerals: consent form with application – WB & Mac.

Security

Agreed that the keypad number for the office should be changed - ongoing. **MD. RJ** to keep list of who has the new code..

PCC to confirm

David Close to act as the data controller for St Peters for 6 months to cover the period till Greg Bartlem is instituted in September. DBS check required – **DC & RJ**.

Role description of Data Controller, look at Diocesan website **RJ**.

Procedure for people requesting to see their data:

Contact Office Administrator

Office Administrator to look at consent form and inform them of contents

If applicant not happy, contact Data Controller

Review Breach Procedure **DC**.

Next meeting set for Tuesday 21st August at 10.00am