

Notes from Data Protection meeting 21st August 2018

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

Review of previous minutes of 12th June 2018.

RJ had sent out email to group leaders not all responses received action carried forward.

RJ to contact those who had returned consent form but no boxes ticked. **RJ**

When church directory is updated to include a note to effect that the list is for personal use and not for sharing with people not on the directory. **RJ**

RJ to liaise with Chris Murphy regarding Friends list. Action carried forward to after holiday period.

Regarding retention of forms on Banns , Baptisms Funerals (Green Forms) etc.

WB advised that following advice received. St Peters own forms to retained for three years and then shredded. Registers should be retained for 20 years and then sent to archive. Funeral and Cremation official forms retain and send to archive when not required.

Keypad changes too the office were ongoing access to safeguarding forms would need to be a different list from those accessing office. Advice required on list for access to safeguarding documents.

Noted that the Data Protection Officer is Stephen Davenport in line with Diocesan procedure. A role description was required for the data controller. **WB**

The data breach procedure had been reviewed. In the event of a data breach the St Peters data controller has 72 hours to pass to the Data Protection Officer at the Diocese. (Stephen Davenport)

Items stemming from above;

A cross cutter shredded or contract for bulk shredding would be required. DC agreed to action cost of shredding to clear backlog of papers. **DC**

DC would email the newly issued Data Protection Policy from the Diocese for all to study and determine differences from the previous draft from the Diocese Action **ALL**

For clarity it was noted that when filling in the consent form one is doing it for the organisation (St Peters) not as a friend. Normal contact between informal groups who meet up or arrange activities are not affected by the GDPR or the consent forms.

The changes proposed to cover baptism visits circulated by Pat Mills were sensible but agreed to incorporate into existing form to avoid multiple versions. **RJ**

Next meeting scheduled for 9th October 12.00hrs with back up date of 2nd October