

Notes from Data Protection meeting 23rd May 2018

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

Review of previous minutes of 2nd May 2018 re-issued version.

86 consent forms had been returned and entered onto master spreadsheet, approximately 4 further people had taken forms which were yet to be returned. An up to date audit list had been prepared only additional items noted were Alice for tea/coffee rota and Barry and Audrey for the Curry evenings at the Shah.

Consent and privacy documents had been updated and additional set provided for St James and both added to the website. A note had also been included in the June 2018 issue Wellesbourne & Walton News.

The policy and supporting documents had been approved by the PCC at the meeting on 9th May.

David Close agreed to act as the data controller for St Peters for 6 months to cover the period till Greg Bartlem is instituted in September.
Shredding of old lists held in the office which were over 2 years had commenced.

Password on the office computer had been changed and the data list was passworded. Wedding list on the wall was deemed acceptable as it just contained names without contact details.

Wendy would continue to liaise with Walton over GDPR.

Process

Consideration of Dropbox file sharing software was discussed but considered that initially retaining control of data with only Ros able edit the master file was best option. Preferred option was to take the list of people for each activity then provide an edited list to the activity leader of those on the database who had ticked the yes in data consent. **RJ**

Review the password protect on the data file so that it differed from the master password.
MD

Check the data list to ensure all key people had completed a consent form. **RJ**

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

Security

Agreed that the keypad number for the office should be changed. **MD**

On security only Ros and Michael new the new password for the computer but agreed that in addition access was needed for Wendy, Steve, Lynne, Peter Quinn and Greg.

Agreed that for sending out emails the cc option should be used and the emails to include a note to highlight that the mailing had gone to all people on the list. This would demonstrate that individual email addresses were not distributed to a wider group than necessary. Emailing to group leaders to include note on how to password a word or excel file and reminder that list is not for use on other activities. **MD & RJ**

Those retaining group lists on their own PC's to password the file.

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**

In event of any problems first check should be with the Diocesan website.

Youth Work & DBS

Hayley has consent forms for Wellesbourne Youth group. Age of consent was reviewed and opted to follow Gloucester Diocese note that over 13 could consent for themselves but under 13 parental consent was required.

Steve will know the contacts for youth group and can liaise with Tony regarding Messy Church, but the contact list should not be used for Holiday Club unless consent given.

Next meeting set for Tuesday 12th June at 10.00am