

Notes from Data Protection meeting 9th October 2018

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

Apologies: Richard West

Review of previous minutes of 21st August 2018.

RJ to contact those who had returned consent form but no boxes ticked; still in progress.

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; in progress. **RJ**

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

Keypad changes to 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. 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).

Regarding a Data Controller it was noted that on the Parish Resources website www.pariahresources.org.uk/wp-content/uploads/GDPR-FAQ.pdf Question 6 covers this: Q6 Are the PCC and incumbent separate data controllers? Yes, the PCC is data controller for the administration of the parish. The incumbent is data controller for data processed in relation to pastoral care. As the incumbent is a member of the PCC, there is no need for a data sharing agreement between the two.

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**

If there are changes to any forms or policies, these need to be taken to the PCC. **WB**
For funerals, check that all ministers are aware of the need for the consent form and privacy notice.

The Consent Form also needs amending to allow the details of Weddings, Baptisms and Funerals to be printed in WWN.

Electoral Roll: The requirements for this are on the Parish Resources Website, Section A and have been appended to these notes.

Rotas: Q18 on the Parish Resources Website addresses this:

Can we still display rosters like the tea and coffee rota in the church? Any rosters that are connected to running the activities of the church can be considered as legitimate interest, so you would not need consent to collect or display such data. Do make sure that it is outlined in your privacy notice though.

Check that Tony has current consent forms and photographic permission etc for the Youth & Children and that it is retained in a secure place. Also that all such data on his PC must be protected.

The Q&A section of the Parish Resources contains much information about the Parish requirements such as Prayer lists, members lists etc.

Next meeting scheduled for 6th November 12.00hrs

Electoral Rolls & APCMs

Q1: Can we still publish our electoral roll? Yes - the Church Representation Rules (CRR) require that "(1) The roll shall where practicable contain a record of the address of every person whose name is entered on the roll . . ." and that "(3) After the completion of the revision, a copy of the roll as revised shall, together with a list of the names removed from the roll since the last revision (or since the formation of the roll, if there has been no previous revision), be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint." The CRR require publication, this will, therefore, be considered to be a legitimate activity of a not-for-profit body under the GDPR. So, data will still be able to be processed in this way. The CRR are part of the Synodical Government Measure 1969 and they prescribe the relevant forms in relation to administrative matters dealt with by the PCC. You will not be able to alter the forms unless the amendments went through the synodical legislative process at the General Synod. The forms themselves already state that the names of individuals will be published on or near the church door. For instance, see "Form of Notice of Revision of Church Electoral Roll". Indeed, under r.2(1) this "Form of Notice" of the intended revision is itself published on or near the church door of every church in the parish and every building licensed for worship and will remain there for a period of not less than 14 days prior to the revision, making individuals aware that the revised roll will be published, so giving them a chance to object. So, if they do not object, by applying to have their name entered on the electoral roll they are already consenting to its publication in the manner set out above.

Nevertheless, you can take the additional measure (if you so wish) of letting people know where and for how long their details will be publicly displayed, by providing such information in a covering letter with the enrolment forms. If there are reasons why someone's details cannot be made public they should let you know (e.g. they are in a sensitive position (prison, policy, army etc.) where publication of these details could cause harm or damage). It does say in the rules cited above "where practicable".

Q2: Will we need to seek consent to publish the electoral roll? No – As the CRR require publication, then this is a legitimate activity of a not-for-profit body under the GDPR and so data can be processed in this way. In addition, by applying to have their name placed on the electoral roll individuals are consenting to their personal data being processed in accordance with the CRR. See answer above for further details.

Q3: Can we hold the roll electronically? Yes, but according to the Church Representation Rules, a copy of the electoral roll must be displayed on or near the principal door of the church.

Q4: Are we allowed to digitise old rolls and destroy the paper copies? Yes. However, if these have historical value you may wish to submit the paper copies to your diocesan record office instead of destroying.

Q5: Can we still send details of deanery synod elections and churchwardens elected etc. to the diocesan office. Will we need consent to do this? Yes you can share this information with the diocese – managing and administering the elections will require the dioceses to process this information, this is stipulated in the CRR. Consent will not be needed for the data to be shared for this purpose. Indeed, if you stand for election you would expect your data to be shared with the diocesan office. The Rules state that the results will be sent to the Diocesan Electoral Registration Officer.