

DATA PROTECTION POLICY

Scope

This policy applies to all staff and volunteers employed by Turning Point Church.

Context

The Data Protection Act 1998 requires the protection of personal data and all organisations which process personal data must be registered to do so.

Purpose

This policy sets out an understanding of data protection and the requirements of every member of staff, or volunteer, in order that there may be full compliance with the Data Protection Act 1998.

Definitions

Turning Point Church is currently registered for six purposes:

- Accounts and records
- Social media & web based presence
- Staff administration
- Fundraising
- Realising the objectives of a charitable organisation

Data is information which is recorded with the intention that it should be processed on computer or is recorded as part of a relevant filing system (i.e. manual system). There are two categories of data:

Personal data is information relating to a living individual who can be identified:

- from the data
- from the data which includes an expression of opinion about the individual, i.e. membership name and address details

Sensitive personal data is information relating to:

- racial or ethnic origins of the data subject
- religious beliefs or other beliefs of a similar nature
- physical or mental health
- the commission or alleged commission of any offence
- any proceedings for any offence committed or alleged to have been committed by the data subject.

In order to process these types of data consent from the data subject must be obtained by the organisation handling the data. Explicit consent must be given when it is sensitive personal data.

Policy

Turning Point Church has a data protection policy to ensure that it complies with all aspects of data protection legislation (1984 and 1998) by setting out clear policies, responsibilities and codes of practice:

- Turning Point Church intends to comply fully with all aspects of data protection legislation.
- Turning Point Church will do its utmost to ensure that all its staff, consultants and trustees are conversant with data protection legislation and practice.
- Turning Point Church will only hold data for prescribed charitable purposes. These are personnel administration, membership administration, accounts and records, social media and web presence, fundraising and charity objectives.
- Turning Point Church will not pass personal data to third parties.
- Turning Point Church will use standard, approved statements about data protection in all literature in which personal data is collected. The statement for use is:
"Data Protection Act 1998: Turning Point Church will only use personal data in connection with its charitable purposes. It does not make personal data available to any other organisation or individual".
- Turning Point Church will provide procedures for access to personal data for all those for whom personal data is held.

Employee/volunteer administration

Personal and sensitive personal data are held on the computer and in manual files at Turning Point Church. This data includes the following:

- Name, address and telephone
- National Insurance number and date of birth
- Nationality
- Bank details and details of any previous pension scheme
- Start date/salary at start date
- Job title
- Next of kin and contact details
- Church affiliation and Christian experience
- Career history/previous employment
- Qualifications obtained/membership of professional bodies
- References

Security

All personal and sensitive personal data held must be secure against unauthorised access and theft. Password protection is the most obvious means, but the server, filing cabinets and building in which the data is held must also be secure.

Turning Point Church needs to ensure that:

- Our IT network is as secure as possible from unauthorised access, including access through the website.
- Individual PC's are password protected.
- Individual PC's are logged off when individuals are away from their desk for more than a few minutes at a time.
- Personnel and other files holding sensitive or confidential personal data are secured and only made available to staff with authorised access.

Contacts: Collection of Data

You have to make sure the Data Subject knows who you are and why and how the data will be used and that the data is relevant to the work of Turning Point Church.

If individuals are being added to the Manual filing system of Turning Point Church they need to be informed of how we will store and use their data at the time the data is collected. This will require our Data Protection Act Statement to be included in all written requests for data. A verbal statement should be used for phone, email or face to face collection. (These statements are not required if the manner in which the data is collected makes it obvious how it will be used, but will be necessary if the data may be used for other purposes.)

You have to get consent from the Data Subject to use their data, especially if it is 'sensitive' data. IE: covering racial or ethnic origin; religious or political beliefs, health or criminal record.

When collecting email addresses Turning Point Church's Data Protection Act Statement must be used.

Contacts: Use of Data

- Data, held by Turning Point Church, concerning any individual that enables that individual to be identified must not be given to any person outside Turning Point Church without the express permission of the individual concerned.
- Do not reveal any sensitive personal data without the Data Subject's consent in writing or by Email.
- When using Email distribution lists, send blind copies.
- Check that you hold the data securely (use passwords on computer systems, don't leave files or screens visible, and collect papers promptly from printers).
- Consent must be obtained from the data subject if you are going to put personal data on the website.
- The data must be accurate and you must have a good reason for using it.
- You are only allowed to use the data for the purpose for which it was originally obtained. Data cannot be used for Direct Marketing, including fundraising, if the Data Subject requests you not to.

DATA PROTECTION CHECKLIST

Existing Data

- ✓ Are you currently holding any personal data?
- ✓ Is it held securely?
- ✓ For what purpose are you holding it?
- ✓ Is it sensitive personal data?
- ✓ Does the individual know you are holding their personal data/have they given their consent?
- ✓ Is the data accurate?
- ✓ Does the data still need to be held?

Collection Of New Data

- ✓ Make sure you include Turning Point Church standard data protection statement on the form together with a relevant opt out for other communications.
- ✓ When collecting data from new contacts by phone, email, or letter, make sure that they know about our data protection statement and email statement.
- ✓ When requesting a new page to be put on the website that will result in the collection of data ensure that the page contains a link to Turning Point Church's Data Protection Statement as appropriate.
- ✓ Delete the data when it is no longer required.
- ✓ Don't take personal data from another organisation without the consent of the individual concerned.

Use of Data

Are you passing personal data to anyone else?

- ✓ Inside Turning Point Church
- ✓ Outside Turning Point Church
- ✓ Are you using blind copies when sending email distribution lists?
- ✓ Is there a confidentiality agreement in place where it is necessary to pass data to a permitted third party?
- ✓ Do not pass personal data to any person outside of Turning Point Church without the permission of the individual to whom the data relates.