

AYLESBURY METHODIST CHURCH AND CENTRE

DATA PROTECTION POLICY

The church holds information, on computers and on paper, on individuals who have a direct or indirect connection with the church.

To avoid misuse of personal information the Data Protection Act lays down standards governing how it is stored and used. Although churches are not required by law to register with the Data Protection Commissioner, the Church Council has agreed that we should be guided by the principles and practices laid down by the Act, which stipulates that personal information must only be held with the consent of the person, used only for relevant purposes, be accurate and up to date and deleted when it is no longer required. Additionally, it must be stored securely, not disclosed to any person who does not need it and made available, on request, to the individuals whose information is held.

The AMC practice

- The church holds information on past, existing and prospective members of the Church or its associated organisations
- Personal information usually consists of the name, address, telephone number, e-mail address and other identifiers of those who are members of the Church or its associated organisations, who have a contractual relationship with the church or who wish to participate in its activities or use the premises e.g. baptisms, weddings, funerals, meetings etc.
- Information, in paper or electronic form, is stored, in the homes of church group leaders, or in secure paper or computer files in the church office or, for especially confidential documents, in a safe. The computers are protected with fire walls and anti virus software. All records are held in secure premises and access is limited to those who need it for church purposes.
- When the information is no longer needed, it is destroyed.

The person responsible for the application and monitoring of this policy is:

Peter Farmer
Chair of the Community Centre Management Group.

14th February 2016