



AYLESBURY METHODIST CHURCH & CENTRE

GENERAL DATA PROTECTION REGULATION (GDPR) 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.

As this information is crucial to the life of the church, we do not need consent to hold it but need to exercise caution in how it is used.

It should be either kept on a computer with password protection, or, if on paper, in a secure place where it is not accessible, ideally under lock and key.

Information on those who have passed away or who have left the church will be deleted.

Personal information of church members can only be displayed in notice sheets or on posters if the consent of the person concerned is sought. This does not apply to the Minister as their contact details are deemed to be in the public domain.

Personal information, such as addresses and phone numbers should only be shared with consent.

The church's GDPR officer is responsible for submitting the church's annual declaration to the **Trustees for Methodist Church Purposes (TMPC)**.

Rev Richard Atkinson.

May 2023.