



The General Data Protection Regulation (GDPR) Data Protection and Security Policy

Signed

Date

Signed

Date

Signed

Date

Record of Changes

Record of Changes	Originator	Date
First Issue	S Riley	June 18

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Introduction

Cornerstone Church (Norwich) data protection and security policy is based on the following 8 data protection principles.

1 Fair

Consent to use personal data is obtained by use of the 'Personal Data Consent' form.

See Appendix A

The privacy note at the bottom of the form explains its use and limitations.

No one is compelled to provide personal data.

Otherwise personal data is processed only in accordance with our legal obligations to HMRC and for Safeguarding Children

2 Limited Use

The data will be destroyed when communications are no longer requested.

3 Relevant

The personal data held is the minimum sufficient to enable effective communications

4 Up to Date

The personal data will be kept up to date to maintain its accuracy

5 Time Limited

The personal data will not be kept for longer than is necessary

6 Change or Delete

The personal data can be checked, changed or deleted upon request.

7 Security

Emails

Emails circulated to the whole church are:-

Send To: office'

Bcc: members email addresses blind copied with Bcc.

Website

No personal information is displayed on the church website, for example no home address are displayed on the church event calendar.

Consent is obtained for photographs.

Electronic Storage

All stored personal data is password protected.

Physical Storage

Physical records are stored in a dedicated church locked cabinet.

8 Not Shared

The data is not shared with third parties.

Appendix A



Personal Data Consent

Name

Address
.....
.....
.....

Tel

Email

Initials

Date

This information is used for church communications.

It is not shared with third parties.

It will be destroyed when communications are no longer requested.

It will be changed or destroyed on request

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