The Parish of Ashbury

The Parochial Church Council (PCC) and the Incumbent

Data and Information Policy Statement

The PCC and the Incumbent take seriously the responsibility of how we manage the data and information we hold. We recognise that churches can be complex places where information is held in a number of areas and by a number of people who work or volunteer with us in many different ways.

We will ensure that information we hold is:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are used.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Kept securely.

We will ensure that our policies and practices are regularly reviewed. This will include:

- Ensuring that personal data that is found to be inaccurate is deleted or corrected without delay. All personal data will be periodically checked to make sure that it remains up to date and relevant.
- Our Privacy Notice
- Our Data Sharing agreements
- Seeking appropriate consent when that is required
- Documenting our data/information related activities
- Our contracts with any Data Processors
- Being clear about how people can raise concerns/challenge information we hold.

The Incumbent **Date**
Rev'd Patrick Mabhunu

Churchwarden **Date**
Mrs Maggie Simons

Churchwarden **Date**
Mr Richard Green

This policy will be reviewed annually at the first PCC meeting after the APCM.