



Holy Trinity Church Ash Priors

Thursday, 9 February 2023

DATA PROTECTION POLICY

The PCC will appoint a Data Protection Controller to advise the committee and act as point of contact.

Some information to do with running of the Church and it's affairs is kept by PCC members. This may be on paper, a computer medium or other. Some of this information is required by law and not subject to a policy made by the PCC, such as details required by HMRC, the Charity Commissioners, service contracts, archival requirement, historical research, etc. Some data is exempt for charitable organisations.

Information kept for PCC management must be used for that purpose only, and deleted if no longer needed, subject to statutory requirements. People who hold this data should tell the Data Officer. They should ensure they do not reveal the data accidentally (sharing contact data on a smart telephone with Facebook is a typical mistake). They should not use any PCC information for promotions, marketing, advertising, evangelism or proselysation. They should not pass on any of this information to others without prior permission.

The following statement may be appended to official communications.

Holy Trinity Church, Ash Priors, PCC takes all reasonable steps to ensure compliance with data protection law in holding your personal data only as long as it is needed, keeping it safe, accurate and up to date and only using it for the purposes for which you have provided it.