ST. MARY'S CHURCH TAMERTON FOLIOT

DATA PROTECTION POLICY AND THE GDPR

The processing of personal data is governed by the General Data Protection Regulation (GDPR), which took effect in the UK from 25 May 2018. The Data Protection Act 2018 is the UK's implementation of the GDPR. It controls how your data is used by organisations, businesses or Government. The GDPR gives individuals greater rights and protection in how their personal data is used by organisations. Parishes must comply with its requirements, just like any other charity or organisation.

The PCC of St. Mary's Tamerton Foliot will comply with the GDPR by rigorous application of the following principles and completion of the listed actions by the dates set. This policy is entirely compliant with the Diocese of Exeter's GDPR Policy dated July 2023.

Underlying Principles: The law is complex, but there are a number of underlying principles, including that personal data[1]:

1. Will be processed[2] lawfully, fairly and transparently.

2. Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.

3. Collected on a data subject should be "adequate, relevant and limited." i.e. only the minimum amount of data should be kept for specific processing.

4. Must be "accurate and where necessary kept up to date".

5. Should not be stored for longer than is necessary, and that storage is safe and secure.

Consent, Rights and Accountability: The GDPR stipulates that, from May 2018, people will need to give their consent before the PCC sends them marketing and communications. This will need to be clear and unambiguous – some form of positive action to 'opt-in'. The PCC will need to gather this consent if not already done it. (See below)

In the same vein, Data Subjects[3] have a number of rights, including that of knowing how data is used by the data controller[4], of knowing what data is held about them, of correcting any errors and generally the right 'to be forgotten'. The PCC will make provision for people to exercise these rights, including developing a Privacy Notice.

The GDPR introduces a stronger requirement on accountability for data controllers. This means that the data controller must be able to show compliance with the principles by providing evidence.

Key Points: The following key points will direct this policy:

1. Consent for one element of data processing does not give permission to do anything else with it.
2. However, if the purpose of an individual supplying data to the PCC is clear and unambiguous, then a separate consent is not required. For example, a completed electoral roll application form provides sufficient consent to add the signatories to the roll. Likewise, a

[1] Personal data is information about a living individual which is capable of identifying that individual.
[2] Processing is anything done with/to personal data, including storing it.
[3] The Data Subject is the person about whom personal data are processed.
[4] The Data Controller is the person or organisation who determines the how and what of data processing, in a parish usually the incumbent or PCC.

completed Gift Aid declaration is sufficient consent for the PCC to claim Gift Aid on the relevant donations.

3. Where the PCC decides to collect consents, e.g. to be added to an email mailing list, the Data Controller will store those consents securely in a form appropriate to the medium in which the consents are collected. Where appropriate, different consent forms (or elements within a single form) to cover different areas of data processing within the life of the church will be used.

Areas for Action:

1. The PCC reviewed and adopted this Policy and the associated Data Privacy Notice at the PCC meeting on 22nd July 2025.
2. Treasurer, ERO and Planned Giving Officers will review what data is held, how it is stored, and under which basis we process it, using the template at Annex to this policy. Particular attention needs to be paid to proving that “active” consent has been given for any personal data held.
3. The PCC will then review whether it needs to gain consent from some data subjects, noting that there will still be some data processing one can do as part of normal church management that doesn’t need specific consent for that particular action – for example, lists of group members. This is covered by a special processing condition under the GDPR for religious (amongst others) not-for-profit bodies, provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.
4. If further consent is required, the form attached to the Privacy Notice will be used.

Annex A

ST. MARY's TAMERTON FOLIOT – PARISH GDPR DATA AUDIT

Description	Why is Data held and what is it used for?	Basis for processing data (e.g. consent, legal obligation)	Who holds data and who can access it?	What security controls are in place?	How long is data kept for?	Covered in Privacy Notice?	Any Action Required
Gift Aid Declarations	To claim gift aid	Legal Obligation	Held by Planned Giving Officer	Collated by Treasurer. ESET security protected.	Six calendar years after last claim	Yes	Note 1
Planned Giving details	To process Planned Giving	Legal Obligation	Held by Planned Giving Officer	Password controlled database on PC.	Six calendar years after last claim	Yes	No
Electoral Roll	To register those on Electoral Roll	Legal Obligation	Held by Electoral Roll Officer	Password controlled lists on PC.	Six calendar years after last registration.	Yes	No
DBS Register	To register those who have DBS	Legal Obligation	Held by Safeguarding Officer	Hard copy held in locked filing cabinet.	Six months after volunteer has ceased in role.	Yes	No
Child Group Register	To register those working with Children	Legal Obligation	Held by Child Advocate	Password controlled lists on PC.	Six months after volunteer has ceased in role.	Yes	No
Church Yard Register	Church Yard Appeal Contacts	Consent	Held by Church Yard Appeal Officer	Hard copy held securely	Six calendar years after last contact	Yes	No

Note 1. BACS monthly and annual payments are controlled by the payer. Records are recorded on computer only and stored securely by the treasurer using a Data Developments secure accounting system with multiple security-controlled passwords. Back up is by Maxtor secure hard disk. Records are held for six years, then deleted. Non tax payers' records are not held on file. Lists are reviewed at the end of each accounting year. Personal details of all tax paying members are held only by the Treasurer.

20250722