



TRINITY CHURCH

Abingdon

**(Methodist &
United Reformed)**

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DATA HANDLING & SECURITY STATEMENT

The Methodist Church in Great Britain uses personal information all the time to fulfil its calling, and is committed to protecting the privacy of its members, ministers, volunteers, lay workers, supporters and all those whose personal information it holds. As a Connexional Church we work together to ensure that all personal information is handled safely and in accordance with the General Data Protection Regulation and UK data protection legislation.

Protecting the security, confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. This policy sets out how we work together to achieve this in accordance with applicable law and respecting the principles set out in the Methodist Church Data Protection Policy.

If you handle personal data as part of your role, you should:

- Make sure that data security is maintained in line with this statement and any associated guidelines or procedures that may be from time to time issued;
- Implement reasonable and appropriate security measures against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data;
- Exercise particular care in protecting Special Category Data and Criminal Offence Data from loss, unauthorised access, use or disclosure;
- Take part in any appropriate data security training; and
- Keep up-to-date with the guidance and policies produced or signposted by the Data Controllers.

This means that:

- Only people who have a need to know and are authorised to use the personal data can access it (Confidentiality);
- Personal data is only shared on a need to know basis;
- Data holdings are protected ie electronic devices are password protected; hard copies are held securely;

- Personal data is treated as strictly confidential, except where consent has been provided for it to appear in publications available to general members of the public.

Good data handling practice includes

- Storing computer files on a password protected machine;
- Taking particular care in the use and forwarding of emails;
- Considering whether to use the BCC field for general correspondence;
- Taking care when typing email addresses;
- Regularly backing-up computer files;
- Not leaving devices unattended, or if so making use of the password protected screensaver function;
- Not printing information unless necessary, and storing hard copy information securely;
- Password protection of sensitive files;
- Checking the security settings of devices including installing suitable firewalls and malware software;
- Controlling access through the use of different login accounts particularly where devices are shared with other family members or used for both Church and private use;
- Taking all reasonable steps to destroy and erase all physical and electronic personal data that is out of date or no longer required by:
 - Shredding hardcopy documents
 - Deleting personal data held electronically so that the information is put “beyond use”.
 - Disposing of old electronic devices safely and deleting personal data before recycling or disposing of devices
- Consider how much information needs to be collected and retained, and who should have access to it;
- Limit information on publicly accessible noticeboards to non-personal information wherever possible eg names only on rotas etc.

The Trustees
Trinity Church
Date: March 2023