

# Privacy Policy

## Personal Data Protection Policy – Pathway Church



Pathway Church is committed to handling personal data according to the letter and the spirit of the law.

### Principles:

1. All physical data will be stored under lock and key. All digital data will be password protected.
2. We will have a named data protection officer.
3. We will make sure people know what we're keeping and how we're using it and can request for it to be destroyed.
4. Financial data will be kept safe for no more than 7 years following any transaction.
5. Responsible people will be trained in data protection.
6. Data will be kept accurate and regularly reviewed.
7. Breaches will be dealt with openly and thoroughly investigated.
8. No sensitive, genetic or biometric data will be kept by the church.
9. No-one should be surprised by what we're keeping and how we're using it.
10. This policy will be reviewed every three years or after a breach.

### Processes:

#### How to collect data:

1. Make sure the person you are taking data from knows what you are taking and agrees to how you are going to use it in writing.
2. Keep the data safe and secure, either locked away or password protected at all times.
3. Don't use it for anything you haven't already asked about.
4. Destroy it as soon as you no longer need it, unless it's a record of a financial transaction which must be kept for 7 years.

#### Keeping data accurate:

1. Check back with people that your data is accurate on a regular basis – at least every 3 years.

#### What to do in case of a breach:

1. Tell the person involved what has happened.
2. Inform relevant authorities if required.
3. Find out how and why the breach happened.
4. Reassess the systems to make sure it doesn't happen again.
5. Review and amend the policy to reflect this.

### People & services:

Our data protection officer is Dave Criddle.

We utilise ChurchSuite, a piece of church management software, which is fully GDPR compliant.