

# UK GDPR and Data Protection: An Introduction for Churches

## Data Protection and UK GDPR – An introduction for Baptist Churches



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**SCRIPT:** The UK General Data Protection Regulation and the Data Protection Act 2018 affect all organisations (including our church) which process personal data in some way. Data Protection can seem quite technical but we need to think about this as ‘People Protection’. But why is this important for us as a church?

### What is this all about?

Data Protection legislation covers all “personal data” held by organisations (including our church)

It covers all such data held electronically or in paper-based filing systems



Image courtesy of @pauwbat FreeDigitalPhotos.net



### SCRIPT:

*(Read from slide)*

**NOTES:** For reference – page 4 of the L13 Guideline leaflet expands on this

### What is personal data?

Personal data includes any information about **living** individuals, and from which those individuals can be identified, either directly or in combination with other information held



Image courtesy of @pauwbat FreeDigitalPhotos.net



### SCRIPT:

*(Read from slide)*

### What is personal data?

Personal data includes both **factual information** and **personal opinions**. Some examples include:

- Contact details
- Staff records
- Childrens’ groups records
- CCTV
- Live-stream video
- Chat message expressing a view about someone



Image courtesy of @pauwbat FreeDigitalPhotos.net



**SCRIPT:** Again, just read from the slide

**NOTES:** Other things also count as ‘personal data’ but these are a list of things that are relevant for churches

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### Why is this important for our church?

We have a responsibility to protect all those people whose personal data we hold

We need to manage personal data lawfully

GDPR



**SCRIPT:** So – why is this important for us as a church? The most important reason is our responsibility to protect the people whose personal data we hold from misuse of that data – we need to ensure we don't use the data we have in a way which would cause distress to people or be used in a way that they do not anticipate, such as being shared with third parties. Most of us will not have an issue with the way our church uses our data but some people will have concerns and it is important to be deal with people's data fairly and appropriately.

The second reason is that it is the law and organisations that get it wrong could be fined. Individuals who are unhappy with the way their information is processed have the right to complain to the Information Commissioner's Office (ICO). This could then be investigated and if an organisation is found to be in breach of this legislation then, depending on the severity of the offence, fines could be imposed.

**NOTES:** *You might want to use some of the examples in the Appendix to explain why some people might be upset with the way the church uses their information (change names if necessary!)*

### NOTES

*Ask the church meeting to break into small groups and think together about the sort of information which the church holds.*

*You could also ask them why they think the church holds that information and what we do with it.*

*Take feedback and then fill in any blanks – what have they not thought of?*

### What does this mean for our church?

What sort of personal data do we hold?



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**What does this mean for our church?**

We have adopted a new Data Protection Policy which we will all need to abide by.



**BAPTISTS TOGETHER**

## NOTES

*Please try and use a picture of your own church's policy or your own church here!*

*Explain how people can get hold of a copy of the policy. You could produce a document which summarises the key points of the policy and hand this out*

**What does this mean for our church?**

We have appointed someone to take the lead on Data Protection matters. Please talk to them if you have any issues or concerns




**BAPTISTS TOGETHER**

## NOTES

*Use a picture of your own Data Protection Trustee (or equivalent)*

**What does this mean for our church?**



We need to tell people what information we hold, why we have it and what we will do with it

**BAPTISTS TOGETHER**

**SCRIPT:** One of the key principles of Data Protection legislation is the importance of people knowing what information we hold about them, why we have it (lawful basis) and what we will do with it. The best way to do this is in something called a 'Privacy Notice' or 'Privacy Statement'.

**NOTES:** *Explain how you will be doing this in your church. You could add an extra slide with one of the Privacy Statements you will be using. Point out where the Privacy Statement can be found eg. on your website.*

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## What does this mean for our church?



Sometimes we will need to ask for people's consent to use their personal data



**SCRIPT:** Under data protection law there are various legal grounds which organisations can use to allow them to process personal information.

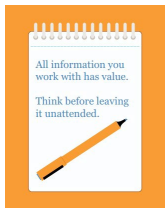
The one which most people are aware of is 'consent' but this is not always the most appropriate one.

As a church we will generally use something called 'legitimate interest' as our lawful basis. It is therefore in the church's "legitimate interest" to hold the names and contact details of those in membership or regular contact with it. We do not therefore need individuals to give their specific consent for this.

However, we will ask people to give their consent for ....

**NOTES:** *Explain when you will be asking for consent – e.g. publishing names and contact details in church directory, photos on website, direct marketing etc.*

## What does this mean for our church?



We will need to make sure we are careful with the personal data we hold as a church and keep our records securely



**SCRIPT:** Security of personal data is also important – More care needs to be taken with sensitive information, such as....

**NOTES:** *You could give some examples such as electronic safeguarding records, which should be password protected, backed-up regularly and only made accessible to those who need to access them such as the Designated Person for Safeguarding, minister, DBS verifier...*

## What does this mean for our church?

We must ensure that we do not keep the personal data that we hold for longer than is necessary. Our Data Retention Schedule helps us know how long different types of personal data should be held



**SCRIPT:** Read from the slide. Some records have to be kept permanently or for longer periods of time eg. safeguarding records have to be kept for 75 years.

**NOTES:** *You can use an image of your church's own Data Retention Schedule here.*

*Explain where you can find a copy of the church's Data Retention Schedule.*

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## Some useful things to remember

- ✓ Password-protect documents which contain sensitive personal data
- ✓ Be careful you send emails containing personal data to the right person
- ✓ Use BCC when sending emails to a group of unconnected people
- ✓ Be sensitive when using church-related photos within your personal social media



**SCRIPT:** There are things all church members need to do to help protect people from the misuse of their data.

**NOTES:** *Go through the points on this and the next slide.*

## Some useful things to remember

- ✓ Do not share sensitive personal data (even 'for prayer') without consent
- ✓ If you have church-related personal data on your laptop, tablet or phone make sure the device is pin or password protected
- ✓ Do not save passwords used to access personal data on any mobile device
- ✓ Get specific consent when publishing photographs or filming identifiable individuals



**NOTES:** *Feel free to add other bullet-points which are relevant to your church*

## BUGB Resources

- ✓ Dedicated web-page ([www.baptist.org.uk/gdpr](http://www.baptist.org.uk/gdpr))
- ✓ Data Protection webinar recordings for churches:
  - Information for churches on data protection and GDPR
  - Subject Access Requests, Data Breaches and Brexit
- ✓ Guideline leaflet and sample documentation



**SCRIPT:** This has only been a fairly brief introduction to the subject of Data Protection and how it affects our church.

The Baptist Union have produced a number of resources to help their member churches and if anyone is interested in these they can be found on the BU website

**Data Protection –  
It's all about protecting people!**



Image courtesy of @pawelbar / FreeDigitalPhotos.net



**SCRIPT:** A final reminder why this is important.

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