



## **Parish Data and Information policy statement**

**The Parish Church Councils of St George's Tuffley and St Margaret's Whaddon take seriously our responsibilities for managing the data and information we hold.**

Information is held in a number of areas and by a number of people who work or volunteer with us.

### **We will ensure that information we hold that identifies individuals is:**

- ✓ Processed lawfully, fairly and clearly.
- ✓ Collected and processed only for specific and legitimate purposes that are explained
- ✓ Adequate, relevant and limited to what is needed to fulfil the stated purposes
- ✓ Accurate and kept up to date.
- ✓ Kept for no longer than is needed for the specified purposes
- ✓ Kept securely.

### **We will review our policies and practices every year. This will include:**

- ✓ Checking to ensure all personal data remains relevant and up to date; and correcting or deleting without delay any inaccurate details
- ✓ Our Privacy Notice
- ✓ Seeking appropriate consent when that is required
- ✓ Being clear about how people can raise concerns or challenge information we hold.

Signed Bruce Clifford (vicar)

Date 7 Nov 2018

Signed Mike Brammer (churchwarden)

Date 7 Nov 2018

Signed Sylvia Evans (churchwarden)

Date 7 Nov 2018

Signed Jonathan MacKechnie-Jarvis (churchwarden)

Date 7 Nov 2018