

Data Protection Policy for St. Mary's Church, Portchester

1. Introduction

- This policy sets out how St. Mary's Church, Portchester complies with data protection laws. Our church is committed to respecting the privacy of individuals and handling personal data fairly, transparently, and securely.

2. Scope

- This policy applies to all personal data held by St. Mary's Church, Portchester, whether electronic or in paper form, concerning our congregation, staff, volunteers, and other individuals.

3. Data Protection Principles

- St. Mary's Church, Portchester adheres to the following principles when processing personal data:
 - **Lawfulness, fairness, and transparency:** Data is processed lawfully, fairly, and in a transparent manner.
 - **Purpose limitation:** Data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
 - **Data minimization:** Only data that is necessary for the purposes for which it is processed is collected.
 - **Accuracy:** Reasonable steps are taken to ensure that personal data is accurate and kept up to date.
 - **Storage limitation:** Data is kept in a form that permits identification of data subjects for no longer than necessary.
 - **Integrity and confidentiality:** Data is processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage.

4. Rights of Individuals

- Individuals have the right to access their personal data, request correction or deletion, restrict processing, and object to processing in certain circumstances.

5. Data Subject Consent

- Where necessary, St. Mary's Church, Portchester obtains explicit consent from data subjects for the processing of their personal data.

6. Data Security

- St. Mary's Church, Portchester implements appropriate technical and organizational measures to protect personal data against unauthorized or unlawful processing and accidental loss, destruction, or damage.

7. Data Breaches

- In the event of a data breach, St. Mary's Church, Portchester will follow the required procedures to notify the relevant authorities and affected individuals.

8. Policy Review and Updates

- This policy will be reviewed regularly and updated as necessary to reflect best practices and legal requirements.

9. Contact Information

- For any inquiries regarding data protection, please contact our Data Protection Officer Steve Oliver on treasurer@stmary-portchester.org.uk