

The King's House Perth

Data Protection

1. Scope

This policy applies to all staff employed by The King's House, those subcontracted by The King's House and to all volunteers and casual workers.

2. Context

The Data Protection Act 1998 requires the protection of personal data and all organisations which process personal data must be registered to do so, *unless exempt*. The King's House *is exempt* from registered with the Data Protection Commissioner.

The Office of the Information Commissioner has indicated that churches and charities that only have the following basic personal data would not be expected to register:

- Church membership list (where individuals have provided their details themselves)
- Gift Aid records
- Accounting records
- Payroll records

The important point to bear in mind is that even if your church is exempt from registration, it still has to comply with all the requirements of data protection law

(Stewardship, 2009, Guide to data protection law for churches (updated 05/09))

3. Purpose

This policy sets out an understanding of data protection and the requirements of every member of staff, volunteer or casual worker in order that there may be full compliance with the Data Protection Act 1998.

4. Definitions

4.1 The King's House is *not currently registered with the Information Commissioner as noted in 2 above*.

4.2 Data is information which is recorded with the intention that it should be processed on computer or is recorded as part of a relevant filing system (i.e. manual system). There are two categories of data:

4.2.1 Personal data is information relating to a living individual who can be identified:

- from the data
- from the data which includes an expression of opinion about the individual

Example: membership name and address details

4.2.2 Sensitive personal data is information relating to:

- racial or ethnic origins of the data subject
- political opinions
- religious beliefs or other beliefs of a similar nature
- trade union membership
- physical or mental health
- sexual life
- the commission or alleged commission of any offence
- any proceedings for any offence committed or alleged to have been committed by the data subject.

In order to process these types of data consent from the data subject must be obtained by the organisation handling the data. Explicit consent must be given when it is sensitive personal data.

5 POLICY

The King's House has a data protection policy to ensure that it complies with all aspects of data protection legislation (1984 and 1998) by setting out clear policies, responsibilities and codes of practice:

5.1 The King's House intends to comply fully with all aspects of data protection legislation.

5.2 The King's House will ensure that all its staff, volunteers, consultants and trustees are conversant with data protection legislation and practice by drawing their attention to the Policy on the website.

5.3 The King's House will only hold data for prescribed charitable purposes. These are personnel administration, membership administration, accounts and records, advertising marketing and public relations, fundraising and charity objectives.

5.4 The King's House will not pass personal data to third parties. This means The King's House will not sell/exchange its data to/with other organisations.

5.5 The King's House will use standard, approved statements about data protection in all The King's House's literature in which personal data is collected. The statement for use is:

“Data Protection Act 1998: The King's House will only use personal data in connection with its charitable purposes. It does not make personal data available to any other organisation or individual”.

5.6 The King's House will provide procedures for access to personal data for all those for whom personal data is held. No charge will be levied on anyone (staff, personal members or other contacts) requesting access to their personal data. This will be reviewed if there is a high level of requests for access.

6. MEMBER/EMPLOYEE ADMINISTRATION

Personal data are held securely by www.churchinsight.com and in manual files at 7 Innerleithen Way, Perth.

This data includes the following:

- Name, address and telephone
- National Insurance number and date of birth
- Nationality
- Bank details and details of any previous pension scheme
- Start date/salary at start date
- Job title
- Next of kin and contact details

According to the definition in 4.2.2 above, no sensitive personal data is held by the King's House, except for the following:- PVG Child Protection Disclosure forms are held in locked cabinet at 27 St Magdalenes Road, Perth, PH2 0BT, for the period of time prescribed in the Kings House Child Protection Policy. Access is restricted to the Child Protection Officers appointed and named within the policy. All other data used will be destroyed.

6.2 All staff/members may request sight of their personal details on computer provided reasonable notice (at least 14 days in writing) is given.

NB: references are exempt from all Data Protection legislation.

7. SECURITY

7.1 All personal and sensitive personal data held must be secure against unauthorised access and theft. Password protection is the most obvious means, but the server, filing cabinets and building in which the data is held must also be secure.

7.2 The King's House needs to ensure that:

- Individual PC's are password protected.
- Individual PC's are logged off when individuals are away from their desk for more than a few minutes at a time.
- Personnel and other files holding sensitive or confidential personal data are secured and only made available to staff with authorised access.

7.3 Security on the Database.

The Database provides for different levels of security giving us the ability to ensure confidentiality of data by restricting access to different records and functions to only those users that need to use them. Please do not disclose your password to any other individual. Please log out when you are not needing to use it and when you are away from your desk for a period of time.

7.4 The details of children under 12 will not be kept electronically

8. CONTACTS: COLLECTION OF DATA

8.1 You have to make sure the Data Subject knows who you are and why and how the data will be used and that the data is relevant to the work of The King's House.

8.2 If individuals are being added to The King's House's database or Manual filing system they need to be informed of how The King's House will store and use their data at the time the data is collected. This will require our Data Protection Act Statement to be included in all written requests for data. A verbal statement should be used for phone, email or face to face collection. (These statements are not required if the manner in which the data is collected makes it obvious how it will be used, but will be necessary if the data may be used for other purposes.)

8.3 The King's House data protection statement must appear on all forms that people complete as a means of registering with The King's House, including those on the web. If they have not completed a form which includes the data protection statement then the statement must be included in a letter or email to the individual.

8.4 You have to get consent from the Data Subject to use their data, especially if it is 'sensitive' data. However the King's House does not collect 'sensitive' data.

8.5 When collecting email addresses The King's House's Email Statement must be used.

9. CONTACTS: USE OF DATA

9.1 Data, held by The King's House, concerning any individual that enables that individual to be identified must not be given to any person outside The King's House without the express permission of the individual concerned.

9.2 Do not reveal any sensitive personal data without the Data Subject's consent in writing or by Email.

9.3 When using Email distribution lists, send blind copies.

9.4 Check that you hold the data securely (use passwords on computer systems, don't leave files or screens visible, collect papers promptly from printers).

9.5 Consent must be obtained from the data subject if you are going to put personal data on the website.

9.6 The data must be accurate and you must have a good reason for using it.

9.7 You are only allowed to use the data for the purpose for which it was originally obtained. Data cannot be used for Direct Marketing, including fundraising, if the Data Subject requests you not to.

10. DATA PROTECTION CHECKLIST

10.1 Existing Data

- Are you currently holding any personal data? (Use Bcc in emails)
- Is it held securely? (Website password protected)
- For what purpose are you holding it? (To communicate with members)
- Is it sensitive personal data? (No)
- Does the individual know you are holding their personal data/ have they given their consent? (see Data Collection Form)
- Has The King's House notified the Data Protection Commissioner that it holds this data and the purpose for which it is held? Exempt see 2 above.
- Is the data accurate? (Annual check)
- Does the data still need to be held? (Annual check)

10.2 Collection Of New Data

- Make sure you include The King's House standard data Protection statement on the form together with a relevant opt out for other communications.
- When collecting data from new contacts by phone, email, or letter, make sure that they know about our data protection statement and email statement.
- When requesting a new page to be put on the website that will result in the collection of data ensure that the page contains a link to The King's House's Privacy Statement, Data Protection Statement and Email statement as appropriate.
- Check with the relevant staff member that The King's House has notified the Data Protection Commissioner – exempt.
- Delete the data when it is no longer required. There will be an annual data check (see 10.4)
- Don't take personal data from another organisation without the consent of the individual concerned.

10.3 Use of Data

Are you passing personal data to anyone else:

- Inside The King's House
- Outside The King's House
- Are you using blind copies when sending email distribution lists?
- Is there a confidentiality agreement in place where it is necessary to pass data to a permitted third party?
- Do not pass personal data to any person outside of The King's House without the permission of the individual to whom the data relates.

10.4 Removal of Data

• If no new data collection form has been completed in September, data will be removed by December of the same year.

• The details of students who have moved away for educational purposes will be retained for the period of their education and marked as Moved Away on the website.

11. QUERIES

Data protection policy and practice is monitored by the trustees. If you have questions about data protection please refer them to a member of that group

SOURCES

Stewardship, May 2009, *Guide to Data Protection Law for Churches*

The Evangelical Alliance, Nov 2015, *Data Protection Sample Policy*, Retrieved from:

www.eauk.org, [Accessed 23 Nov 2015]

21/09/2016

King's House Perth Data Collection Form

“Data Protection Act 1998: The King's House, Perth will only use personal data in connection with its charitable purposes. It does not make personal data available to any other organisation or individual”.

First Name _____

Surname _____

Email address _____

Date of collection of information DD / MM / YYYY

DoB (optional) DD / MM / YYYY

Age if under 12 _____ The details of children under 12 will not be kept electronically

Postal Address
(optional)

Number and Road _____

Town _____

City _____

Postcode _____

Mobile Phone No. _____
(optional)

Telephone No. _____
(optional)

Any information you provide will be added to the King's House Address book on the King's House website solely for the purpose of contacting you. The data is password protected.

This data will be checked annually, in September, although you can update it at anytime using your username and password. Please be careful not to leave your computer unattended while you are logged on to the King's Church Perth website.

Signed _____

25/09/2016