

St Luke's Church

Blackbrook Road, Lodge Moor, Sheffield S10 4LQ

Registered Charity No. 1136795

Data Protection - Information Security Policy

The Trustee body of St. Luke's Church, Lodge Moor recognises its responsibility to comply with the Data Protection Act 1998, which regulates the use of personal data. This responsibility is not restricted to sensitive data but applies to all data including name and address lists.

The Data Protection Act

The Act sets out very high standards for the handling of personal information and thereby protecting individuals' rights for privacy. It regulates how personal information can be collected, handled, stored and used and applies to personal information about people held both electronically and on paper.

The Trustee body has notified the Information Commissioner that it holds personal data about individuals and consequently St. Luke's Church, Lodge Moor is registered under the Data Protection Act 1998 (Registration No. Z2550098). All persons dealing with personal data must therefore follow the eight principles of "good information handling" and ensure that:

1. Data is processed fairly and lawfully
2. Data is processed for specified purposes only
3. Data is relevant to what it is needed for
4. Data is accurate and kept up to date
5. Data is not kept longer than needed
6. Data is processed in accordance with the rights of individuals
7. Data is kept securely
8. Data is not transferred outside the European Economic Area unless the country in question can provide an adequate level of security for that data

Access to information within St. Luke's will only be to the extent required by the task being undertaken and will also be restricted to those recognized by the Trustees as needing to have access to enable them to conduct their ministry.

In the event of any breach in information security, no matter how minor, it must immediately be reported to a churchwarden to enable appropriate investigation and consideration of the adequacy of existing security measures.

It is understood and accepted that individuals have the right to access any personal information that is being processed / stored, commonly referred to as **subject access**. It is most often used by individuals who want to see a copy of the information an organisation holds about them. If an individual requests to see such data:

- It must initially be referred to a churchwarden;
- It must be clear beyond all doubt that the individual requesting sight of the data has the right to do so;
- The individual must be told whether any personal data is being processed / stored;
- The individual must be given a description of the personal data, the reasons it is being processed / stored and whether it will, or has been, given to any other organisations or people;
- The individual must be given a copy of the information comprising the data;
- The individual must be given details of the source of the data (where this is available)
- It must be dealt with within reasonable time limits but in any event within 40 calendar days starting from when all the information necessary to deal with the request, and any fee, is received

A fee of up to £10 may be charged to cover photocopying and postal charges to the person requesting the information.

Registration under the Data Protection Act 1998 is renewable annually on the 14th February. Prior to renewal the Trustees undertake to review the personal information collected, handled, stored and used to ensure it is in keeping with our entry in the Data Protection Act Register.