



DATA PROTECTION POLICY

1. POLICY STATEMENT

- 1.1 The St Davids Diocesan Board of Finance ("we", "us", "our") is a registered charity (charity number 231239) and company limited by guarantee (company number 242794).
- 1.2 During the course of our activities we will collect, store and process personal data about the people we come into contact with, and we recognise that the correct treatment of this data will maintain confidence in us and our activities.
- 1.3 This policy has been designed to inform people whose data we collect ("you" or "your") how we intend to ensure that that data is collected, stored and processed in accordance with the Data Protection Act 1998 (the "Act").

2. DATA PROTECTION PRINCIPLES

Anyone processing personal data must comply with the eight principles of good practice in the Act. These principles provide that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with data subjects' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

3. INFORMATION THAT WE PROCESS

- 3.1 Our principal activity is to promote, aid and assist the ministry and mission of the Church in Wales in the Diocese of St Davids. This includes supporting the Diocese's clerical and lay members, administering membership records, promoting the interests of the Diocese, fundraising, managing our employees and volunteers, managing the clerical and lay members of the Diocese and maintaining our accounts, finances and records.

- 3.2 The type of information that we process about the people with whom we come into contact, including the people named in paragraph 3.1, includes personal details; family details; details about the lifestyles and social circumstances; membership details; financial details; and education and employment details.
- 3.3 We maintain a Diocesan Year Book and Directory (the “Directory”) which contains personal information about the clerics, employees and lay volunteers within the Diocese, including their names, addresses, telephone numbers and email addresses. The Directory is a very important resource within the Diocese and aids communication between members of the Diocese.
- 3.4 We also operate CCTV at our premises for security purposes, which will by its very nature capture the images of people who enter our premises from time to time.

4. HOW WE WILL USE YOUR INFORMATION

- 4.1 In the course of carrying out our activities, we may collect and process the personal data described in paragraph 3. This may include data we receive directly from you (for example, when you complete forms or when you correspond with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, organisations that we work with and/or that provide services to us, credit reference agencies and others).
- 4.2 We may use your personal information in connection with our general activities (including those described in paragraph 3.1) and for the following additional purposes: publicising the activities of the Diocese (including disseminating newsletters and information), providing education and pastoral care to people within the Diocese, managing our property and assets and maintaining and disseminating the Directory.
- 4.3 The personal information published in the Directory is held on a database maintained by our employees from within our offices. Hard copies of the Directory are issued to members of the Diocese and are also available (for a small fee) to other persons who request a copy, typically service providers such as funeral home directors.

5. ACCURATE DATA

We will take all reasonable steps to keep up-to-date the personal data we hold about you, particularly where you notify us that your personal data we hold about you needs to be updated. We will also take reasonable steps to destroy or amend inaccurate or out-of-date data.

6. TIMELY PROCESSING

We will not keep personal data longer than we think is reasonably necessary for the purpose or purposes for which it is collected. We will also take reasonable steps to destroy, or erase from our systems, data which we no longer require.

7. DATA SECURITY AND STORAGE

- 7.1 We will take appropriate security measures against unlawful or unauthorised processing of personal data that we hold, and against the accidental loss of, or damage to, personal data that we hold.
- 7.2 The data we collect from you is held on secure, encrypted servers either managed directly by Church in Wales ICT staff at the Representative Body of the Church in Wales or in a UK based data centre that is obliged to maintain equivalent levels of security. We take all reasonable steps to ensure that your data is treated securely and is adequately protected from all forms of cyber crime.

8. DISCLOSURE AND SHARING OF PERSONAL INFORMATION

We may disclose your personal data to third parties if we are under a duty to do so to comply with any legal obligation, or in order to enforce or apply any contract with you or other agreements; or to protect our rights, property, employees and volunteers or the clergy or other members of our Diocese. We may also share the personal data we hold with other groups and organisations associated with the Diocese, including the Representative Body of the Church in Wales, Mothers Union, St Davids Pensions & Assistance Committee, Church Schools, Diocesan Advisory Committee and St Davids Diocesan Housing Association, the Diocesan Council for Social Responsibility, parochial church councils and members of the clergy who need it to carry out Diocese activities.

9. YOUR RIGHTS

- 9.1 Under the Data Protection Act 1998 you may request a copy of the personal information we hold about you. Please address written requests to Mr Howard Llewellyn, St Davids Diocesan Board of Finance, Diocesan Office, Abergwili SA31 2JG or email us at Diocese.stdavids@churchinwales.org.uk. We are entitled to charge you a fee of £10 to meet our costs in providing you with details of the information we hold about you.
- 9.2 If you find that any of the information we hold about you is inaccurate or out of date, you can email us at Diocese.stdavids@churchinwales.org.uk or write to Mr Howard Llewellyn, St Davids Diocesan Board of Finance, Diocesan Office, Abergwili SA31 2JG explaining the details that you think are incorrect or out of date.

10. CHANGES TO THIS POLICY

We reserve the right to change this policy at any time. Where appropriate, we will notify you of those changes by mail or e-mail.