



## DATA PROTECTION ACT 1998

The Connexion is registered under the Data Protection Act 1998, Register Entry Z7683776, to hold data under the following four heads:

- Staff Administration: appointments etc
- Administration of Membership Records: of members, attenders etc
- Fundraising: donors etc
- Realising the Objectives of a Charitable Organisation or Voluntary Body: pastoral care

The principal purpose of having notification and the public register is transparency and openness. It is a basic principle of data protection that the public should know or be able to find out who is carrying out processing of personal data, and other relevant information, such as, for what purposes the processing is carried out.

The eight data protection principles are that data shall be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries outside the European Economic Area (EEA) without adequate protection.

For the work of the churches and the Connexion sensitive personal information is held, eg church membership lists and personal giving under Gift Aid. Ministers and pastoral support volunteers may well be told sensitive information about our members or indeed others. Applicants for positions in the Connexion submit CVs, and we obtain references about them. Our own workers applying for Child Protection Disclosure answer questions about convictions.

The information held does not need to be in a computer, as handwritten notes may be covered.

Certain types of information are classified as '*sensitive*'. These include racial or ethnic origin, political opinions, religious and other beliefs of a similar nature, Trade Union membership, physical or mental health or condition, sexual life, offences (including alleged offences) and criminal proceedings, outcomes and sentences. *The data subject should give explicit consent to the processing of such data.*

**The Connexion has adopted the following information policy, to guard against unauthorised and unlawful processing of personal data and against accidental loss, destruction and damage.**

1. No unnecessary records shall be kept in the organisation.
2. All records must be secure. This means filing cabinets or the rooms or buildings holding written and computer records should be locked. If additional security devices, such as passwords are used, so much the better.
3. Records should not be held about people who have left membership of churches for longer than necessary.
4. Records should not be given to any outside organisation (Christian or otherwise) for any purpose without the person(s) giving their permission. (*Confidential references for the purpose of education, training or employment, and appointment to office are excluded from this provision.*)
5. Right of access to one's own personal data is subject to certain conditions, such as by written application, and by payment of a £10 fee.
6. Back-up records should be kept, to make sure data is not lost by flood, fire or other catastrophe.
7. Individual church ministers and officers are responsible for the security of data held by their own churches.
8. The trustees and officers of the Connexion and Sierra Leone Mission are responsible for central information.
9. Records should be disposed of securely, such as by shredding or burning.
10. Any breaches of this policy will be investigated by the trustees.

Brian C Baldwin  
General Secretary

29th August 2003, revised 14<sup>th</sup> October 2006