



QE PARK BAPTIST CHURCH

DATA PROTECTION PROCEDURES

QE Park Baptist Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. These procedures show how we will meet the responsibilities laid out in our Data Protection Policy.

These procedures have also been approved and adopted by Refresh QEP Ltd which has been set up to operate the café on behalf of QE Park Baptist Church.

Adopted by the QE Park Baptist Church Trustees on 15th April 2024

Adopted by Refresh QEP Ltd on 14th May 2024

1. The **Data Protection Officer** for QE Park Baptist Church is Mrs Rheanne Mole. She can be contacted about any issues or concerns you may have about our handling of your personal data.

QE Park Centre,

Railton Road,

Guildford

Surrey GU2 9LX

Tel: 01483 235185

Email: admin@qeparkbaptist.org.uk

2. **What personal information do we process?** Details of the type and range of personal information that we process at QE Park Baptist Church are provided at Annex A. The document also explains where it is stored and who processes it.
3. **How long do we keep personal information for?** Details of the length of time that we hold personal information for is provided in our Data Retention Schedule provided at Annex B. We will undertake an annual audit of what we hold to ensure adherence to our Data Protection Policy.
4. **Dealing with data protection breaches.** We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen. However if you have concerns about how your data is being handled, or if you think that you have accidentally breached the policy, then it is important that you get in touch with our Data Protection Officer (details above) immediately so that we can take swift action to try and limit the impact of the breach. A Personal Data Breach Reporting Form is provided at Annex C and a Personal Breach Data Log which will be maintained by the Data Protection Officer is provided at Annex D.
5. **Training and Awareness.** All staff and volunteers who process personal data as a part of their duties will be required to read the Data Protection Policy carefully and confirm that they understand their obligations. We will provide training at least annually for all staff to raise awareness of their obligations and our responsibilities, as well as outline the law. A power point presentation for this purpose is provided at Annex E.
6. **Privacy Notices.** QE Park Baptist Church uses forms to collect information from individuals who visit us and who would like to keep in touch with us or receive further information about church and events. Each of these forms contains a Privacy Notice explaining the legal basis upon which we collect information, the reasons why we collect it, how we store it, when we delete it, the individual's right to see it and details of how to raise concerns about its handling.

Wording is as follows;

Under Data Protection legislation the church Charity Trustees of QE Park Baptist Church are the Data Controller and can be contacted by ringing 01483 235185 or emailing admin@qeparkbaptist.org.uk

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is held on the church office computer which is password protected and accessed only by the Church Administrator and the Minister. Your contact details will be removed from the database once you are no longer a member, or regular attender, of the church – unless you ask to remain as one of our “church friends”.

To enable us to provide adequate pastoral support to you and your family, the Minister may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the Minister's computer but the password will only be known by the Minister. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a ‘Subject Access Request’ to the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to a Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Sample blank privacy notice forms are provided at Annex F as listed at para 9.

7. **Confirming Accuracy of data.** We will do our best to maintain accuracy of the data we hold, and will periodically ask you to confirm that the details we hold are still correct. However please be proactive in informing us of any changes.
8. **Keeping your data safe.** Paper copies of documentation listed at Annex A are kept in a locked drawer in the Church Office. Electronically held documentation detailed at Annex A is kept on Church owned computers and laptops. In terms of infrastructure our network is set up to separate different users. All church related users connect to a particular virtual local area network which is not accessible to other users of our network. While they connect to the same wi-fi and network hardware they do not have access to the information being sent around the network by Church staff.

Our networks are password protected and the church staff network connection is filtered by mac address. This means that even if someone was to get the password for the QEPB wireless network, they would still not be able to join the network without first registering the device with the network admin.

We will create a SharePoint site within our Microsoft 365 domain. When this is complete, we will also be able to permanently store documents and information there.

We will produce and implement and IT related policy to keep passwords up to date and record our chosen method of securing data.

9. List of Annexes.

Annex	Description	Dated / Revised
A	Personal Information Processed by QEPBC	15/04/2024
B	QEPBC Data Retention Schedule	15/04/2024
C	Personal Data Breach Record Form	15/04/2024
D	Personal Data Breach Log	15/04/2024
E	PowerPoint Training Package for GDPR	15/04/2024
F	Privacy notices on Registration Forms including;	
	- Welcome cards (handed out by the Sunday morning Welcome Team to visitors) – F1	Unchanged – date NK
	- Registration Form: Adult (for regular QEPBC Church attendees and members) – F2	15/04/2024
	- Registration Form: Child/Young Person (for Sunday morning Children’s work) – F3	15/04/2024
	- Registration Form: Toddler Group – F4	15/04/2024
	- Keeping in Touch Form (for non QEPBC Church attendees at our Community Focussed Groups such as Muddy Boots, Renew, Book Club, Craft Night, Cake Night) – F5	15/04/2024
	- Lego Church Form – F6	25/09/2024