**Barnsley St Edward the Confessor**

**Data Protection Policy**

Aim of this policy: to comply with the Data Protection Act 2018 and to describe how any personal data will be processed in St Edward’s church.

Definitions:

* **Personal data:** data referring to any identifiable living individual
* **Data processing:** any activity relating to personal data
* **Data subject:** an individual to whom the data being processed relates
* **Data controller:** the body that makes decisions on how personal data are processed

Data Controller: The PCC of St Edward’s church is the data controller; the Incumbent of the parish/benefice is a separate data controller

Principles:

Personal data will be processed lawfully, fairly, transparently, accurately, and confidentially. No data will be disclosed to a third party without explicit consent\*

Personal data include:

* Electoral roll
* Financial information
* Pew sheet
* Safeguarding information

Where personal data are stored:

* On paper (locked away)
* On computer (password protected)

How you can have your personal data deleted:

* Make a request to the PCC secretary in writing
* Some data cannot be deleted, for example information in parish registers

Data subject access requests:

* Anyone can ask to see their personal data to check accuracy; please make a request in writing to the PCC secretary

Safeguarding:

* Sensitive information is kept by the Parish Safeguarding Officer and available only to him/her
* Some data may be shared with third parties if necessary to protect children and young people as this is a special category under the Data Protection Act 2018\*

What happens if there’s a data breach:

* Data subjects will be informed

*Agreed by the PCC May 2025*