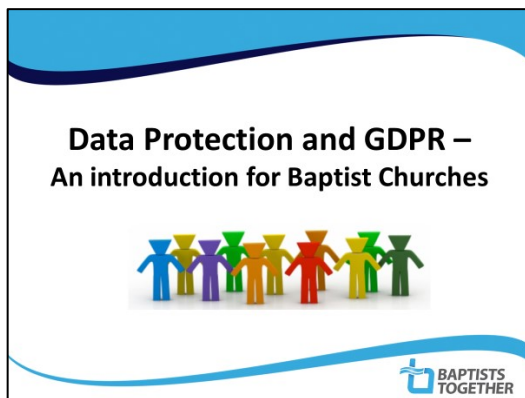




GDPR and Data Protection: An Introduction for Churches



**Data Protection and GDPR –
An introduction for Baptist Churches**





SCRIPT: On 25 May some new legislation about Data Protection is coming into force. These are the General Data Protection Regulations and they affect all organisations (including our church) which process personal information in some way. Data Protection does sound very dry and impersonal though so we also need to think about this as ‘People Protection’. But why is this important for us as a church?



What is this all about?

Data Protection legislation covers all “personal information” held by organisations (including our church).

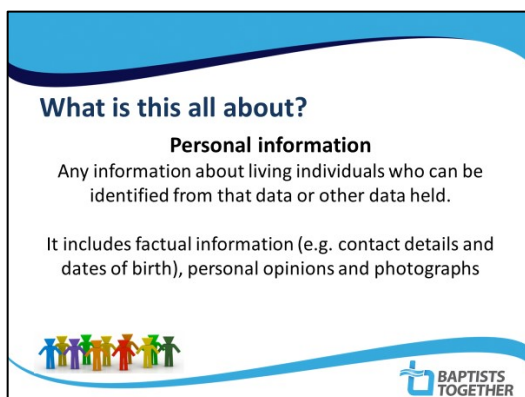
It covers all such information held electronically or in paper-based filing systems.





SCRIPT: Before I answer that question- we just need to be clear what we are talking about. *(Read from slide)*

NOTES: *For reference – page 3 of the L13 Guideline leaflet expands on this*





What is this all about?

Personal information

Any information about living individuals who can be identified from that data or other data held.

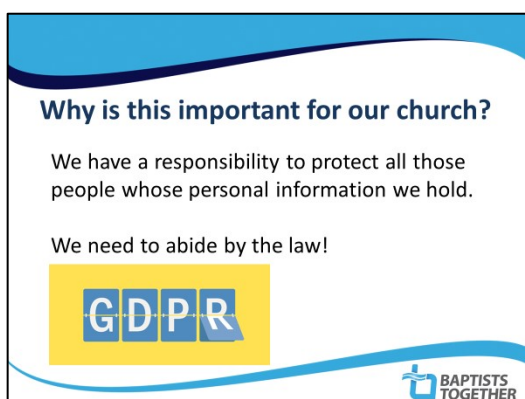
It includes factual information (e.g. contact details and dates of birth), personal opinions and photographs





SCRIPT: *Again, just read from the slide*


NOTES: *Other things also count as ‘personal information’ but these are the things which are most relevant for churches*




Why is this important for our church?

We have a responsibility to protect all those people whose personal information we hold.

We need to abide by the law!





SCRIPT: So – why is this important for us as a church? The most important reason is our responsibility to protect the people whose information we hold from mis-use of that information – we need to ensure we don’t use the information we have in a way which would cause distress to people. Most of us will not have an issue with the way a church uses their information they have but some people will have and we need to respect that. The second reason is that it is the law and organisations which get it wrong could be fined. Individuals who are unhappy with the way their information is processed have the right to complain to the ICO. This could then be

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investigated and if an organisation is found to be in breach of this legislation then, depending on the severity of the offence, fines could be imposed.

NOTES: *You might want to use some of the examples in the Appendix to explain why some people might be upset with the way the church uses their information (change names if necessary!)*

What does this mean for our church?

What sort of personal information do we hold?



NOTES



Ask the church meeting to break into small groups and think together about the sort of information which the church holds.

You could also ask them why they think the church holds that information and what we do with it.

Take feedback and then fill in any blanks – what have they not thought of?

What does this mean for our church?

We have adopted a new Data Protection Policy which we will all need to abide by.





NOTES

Please try and use a picture of your own church's policy or your own church here!

Explain how people can get hold of a copy of the policy. You could produce a document which summarises the key points of the policy and hand this out

What does this mean for our church?

We have appointed one of our leaders to take the lead on Data Protection matters. Please talk to them if you have any issues or concerns.



NOTES

Use a picture of your own Data Protection Trustee (or equivalent)

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What does this mean for our church?



We need to tell people what information we hold, why we have it and what we will do with it



SCRIPT: One of the key principles of Data Protection legislation is the importance of people knowing what information we hold about them, why we have it and what we will do with it. The best way to do this is in something called a 'Privacy Notice' or 'Privacy Statement'. The new regulations have increased the amount of information which we need to include on such a statement.

NOTES: *Explain how you will be doing this in your church. You could add an extra slide with one of the Privacy Statements you will be using.*

What does this mean for our church?



Sometimes we will need to ask for people's consent to use their personal information.



SCRIPT: Under GDPR there are various legal grounds which organisations can use to allow them to hold personal information.

The one which most people are aware of is 'consent' but this is not always the most appropriate one.

As a church we will generally use something called 'legitimate Interest' as our legal ground. It is therefore in the church's "legitimate interest" to hold the names and contact details of those in membership or regular contact with it. We do not therefore need individuals to give their specific consent for this.

However, we will ask people to give their consent for

NOTES: *Explain when you will be asking for consent – e.g. publishing names and contact details in church directory, photos on website, direct marketing etc.*

What does this mean for our church?



We will need to make sure we protect the personal information we hold as a church.




SCRIPT: Security of personal information is also important – the more sensitive the information the more securely the information needs to be held.

NOTES: *You could give some examples such as "Our church contact list has been circulated to all church members but this doesn't mean that everyone has to have three levels of security on their home computer. However, we will ensure that the references people supply as part of their work with children is held in a locked filing cabinet in the church office"*

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Some useful things to remember

- ✓ Password-protect documents which contain sensitive personal information.
- ✓ Be careful you send emails containing personal information to the right person
- ✓ Use BCC when sending emails to a group of unconnected people
- ✓ Be sensitive when using church-related photos within your personal social media



SCRIPT: However, there are things all church members need to do to help protect people from the misuse of their information.

NOTES: *Go through the points on this and the next slide. The last point on slide 12 is particularly relevant if the church has any database or a members-only area on the website*

Some useful things to remember


- ✓ Do not share sensitive personal information (even 'for prayer') without consent
- ✓ If you have church-related personal information on your laptop, tablet or phone make sure the device is pin or password protected.
- ✓ Do not save passwords used to access personal information on any mobile device.



NOTES: *Feel free to add other bullet-points which are relevant to your church*

BUGB Resources
(for those who want to know more!)

- ✓ Dedicated web-page (www.baptist.org.uk/gdpr)
- ✓ Webinar recording
- ✓ Guideline leaflet and sample documentation



SCRIPT: This has only been a fairly brief introduction to the subject of Data Protection and how it affects our church.

The Baptist Union have produced a number of resources to help their member churches and if anyone is interested in these they can be found on the BU website

GDPR –
It's all about protecting people!



SCRIPT: A final reminder about what this is really all about.

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APPENDIX

Here are some examples of people who could be upset by the way the church handles their personal information. (If possible please change the names so they do NOT relate to anyone in your church!)

Jenny is concerned that a photograph of her attending a church event appears on the church website without her permission. What the church doesn't know is that she has a violent ex-partner who is desperate to track her down

Mavis is very anxious when she heard that her minister has lost his diary in which he has a list of all church members addresses and phone numbers. She wonders if this might mean someone will try and break into the homes of the church members knowing that they are out on a Sunday morning.

Fred is distressed when he picks up a copy of a church magazine left in his local library and discovers his name, and the fact he has been recently diagnosed with lung cancer is listed under 'Prayer Requests'. He thought he had told his next-door neighbour about this in confidence.

Andy is angry that the church where his child attends a youth club keeps sending him emails about their evangelistic events. He has asked the church to stop sending them to him but they haven't.

Suzie, who has recently moved to a new church, is very upset to discover that the Minister has been told by your church that she has a criminal conviction for shoplifting as a teenager