



# **DATA PROTECTION POLICY & PROCEDURE**

**APPENDED:**

DATA CONSENT FORM  
DATA CONSENT FORM (UNDER 18)

## DOCUMENT HISTORY

Version	Author	Date	Changes	Authorised by
Draft	MJ	November 2021	New Document	Not applicable
Draft 2	JJ	February 2022	Amended	
Final	Council	October 2022	None. Approved	Council

# DATA PROTECTION POLICY

## 1. AIMS

- 1.1 Comply with General Data Protection Regulation (GDPR) and all subsequent additions and amendments.
- 1.2 Adhere to guidance received from the Diocese and Parish.
- 1.3 Adhere to guidance from any other place where the business and/or worship of the Guild is taking place.
- 1.4 Maintain the National Standard required by the Guild of Servants of the Sanctuary (GSS).

## 2. DEFINITION

- 2.1 Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession.
- 2.2 The processing of personal data is governed by the GDPR.

## 3. CONTROL

- 3.1 The Secretary General will control the data provided by members and associates.
- 3.2 Data must be provided on the approved form(s).
- 3.3 Data from the Data Consent Form will not be shared by the Secretary General with any unauthorised person.
- 3.4 Authorised persons include all Councillors and the relevant Chapter Officers.
- 3.5 Data will not be shared with others without the personal consent of the individuals concerned.

## 4. USAGE

- 4.1 The Secretary General or nominated deputy may use the data to contact members and associates of the Guild to carry out the legitimate business of the GSS locally and nationally when required.

# DATA PROTECTION PROCEDURE

## 1. AIM

- 1.1 Ensure good practice when personal data is used.
- 1.2 Recognise the existence of personal friendships within the Guild.
- 1.3 Avoid misunderstanding.
- 1.4 Ensure that only the data allowed by the 'Data Consent Form' is used.

## 2. COMMUNICATIONS

### 2.1 Email

- 2.1.1 All group emails (i.e. more than one recipient) sent as Business should be sent blind copy (Bcc:).

### 2.2 Written and Printed Communication

- 2.2.1 Personal letters should be in envelopes.
- 2.2.2 Only the Secretary General, or nominated deputy, should distribute or post letters.
- 2.2.3 Relevant flyers and common notices may be distributed freely.

### 2.3 Telephone

- 2.3.1 Communication should always be polite.
- 2.3.2 Telephone etiquette should be followed at all times. Examples are:
  - Speak clearly.
  - Only use speakerphone when necessary and inform the other person when the speakerphone is being used.
  - Actively listen, and take notes.
  - Use proper language.
  - Remain cheerful.
  - Ask before putting someone on hold or transferring a call.
  - Be honest if you don't know the answer.
  - Be mindful of your volume.

### 2.4 Social Media

- 2.4.1 All social media platforms have a minimum age for legal use.
- 2.4.2 Social Media must not be used when speaking to any Guild member covered by the Safeguarding Policy.

### 2.5 Video Conferencing

- 2.5.1 This follows the same code as telephone etiquette.
- 2.5.2 When the speaker is used be mindful of who else is listening in.

## 3. FRIENDSHIPS

- 3.1 It is recognised that there are many personal friendships between members, who should ensure that all GSS business is conducted separately.

## 4. YOUR RIGHTS AND YOUR PERSONAL DATA

- 4.1 Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:
  - 4.1.1 The right to request a copy of your personal data which the Guild holds about you.
  - 4.1.2 The right to request that the Guild corrects any personal data if it is found to be inaccurate or out of date.

## **DATA PROTECTION PROCEDURE**

- 4.1.3 The right to request your personal data is erased where it is no longer necessary for the Guild to retain such data.
- 4.1.4 The right to withdraw your consent to the processing at any time.
- 4.1.5 The right to request that the Secretary General provide the data subject with their personal data.
- 4.1.6 The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- 4.1.7 The right to object to the processing of personal data.
- 4.1.8 The right to lodge a complaint with the Information Commissioners Office.

### **5. ADDITIONAL USES OF PERSONAL DATA**

- 5.1 Additional use must be approved by the GSS at the National Council.
- 5.2 The Secretary General will inform the Chapters of any such decisions.

### **6. SECURITY**

- 6.1 Electronic records should be password protected.
- 6.2 Hard copy records should be kept locked. (e.g. in a cupboard or desk).

### **7. CONTACT DETAILS**

- 7.1 To exercise all relevant rights, queries or complaints please in the first instance contact your Chapter Secretary before contacting the Secretary General of the GSS.
- 7.2 The Information Commissioners Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## DATA CONSENT FORM

### NAME

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Title: \_\_\_\_\_ Home Church: \_\_\_\_\_

### MEMBER (please tick all that apply)

Secretary  Treasurer  Master of Ceremonies

Cantor  Chaplain  Ordinary Member

Other  (please state) \_\_\_\_\_

### ASSOCIATE

Deacon  Priest  Bishop

### SUPPORTER

Subscribed  Not subscribed

### CONTACT DETAILS

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Email 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_ Email 2: \_\_\_\_\_

### CONSENT

I agree that the Guild may use the following details in order to carry out Guild Business ONLY.

Name  Telephone 1  Email 1

Role  Telephone 2  Email 2

Address

Please note that the Guild of Servants of the Sanctuary keeps a membership list for all Chapters. Enquiries can be made through Chapter Officers or on the Guild website. Additional information may written on the back of the form, which is invalid unless signed and dated.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

# DATA CONSENT FORM (UNDER 18)

## NAME

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Title: \_\_\_\_\_ Home Church: \_\_\_\_\_

## MEMBER

Ordinary Member

Other  (please state) \_\_\_\_\_

DATE OF BIRTH (dd/mm/yyyy) \_\_\_\_\_

## CONTACT DETAILS

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

Address 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Email 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_ Email 2: \_\_\_\_\_

## CONSENT

I agree that the Guild may use the following details in order to carry out Guild Business ONLY.

Name  Telephone 1  Email 1

Address  Telephone 2  Email 2

Please note that the Guild of Servants of the Sanctuary keeps a membership list for all Chapters. Enquiries can be made through Chapter Officers or on the Guild website. Additional information may written on the back of the form, which is invalid unless signed and dated.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Counter signature (Parent/Guardian)

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_