



## Data Protection Policy

1. This Policy relates to the General Data Protection Regulation of 2016.
2. The Church of England Guild of Vergers is a National Organisation which is made up of Local Branches.
3. The General Secretary shall be identified as the Data Protection Controller.
4. No data shall be recorded of children under the age of 16.
5. Each Branch shall collect pertinent information of each member so as to be able to contact them.
6. The information collected by the Branch Officers shall be sent to the General Secretary.
7. The data shall be processed and used for 'Legitimate Interests' only, which is of interest and direct benefit to the individual, for instance a member may be contacted by email or letter of a forthcoming meeting or Guild event. This correspondence shall be made by the Branch Officers or the National Bodies as deemed appropriate by the Executive Committee of the Guild.
8. The General Secretary shall compile a database of its members for the purpose of being able to contact members about information pertinent to their membership.
9. The data will be compiled into a directory that shall be distributed to the National Officers and Regional Representatives (which are laid out in the Constitution and Statutes of the Church of England Guild of Vergers).
10. Data collected comprising of information that fall under the 'Special Category Data' shall only be collected for the purpose of Welfare and will not be passed on to those persons listed in sections 6 & 9 save that of members of the Welfare Committee as listed in the Constitution.
11. No data shall be shared to another member, not listed in section 6 & 9, without the direct and written consent of the individual.
12. No data shall be sold to a third party.
13. No data shall be shared to a third party, excluding that which be legitimately requested, for instance Law Enforcement or Legal Bodies, and only those on receipt of a request in writing.
14. Each individual shall have the right to: be informed, access, ratification, erasure, restrict processing, data portability, object & related to automated decision making including profiling. Each member has the right to complain direct to the Information Commissioners Office should they feel that the Guild is not honouring the rights of the individual.
15. The data shall be stored in secure manner.
16. Branches may still retain details of individuals whose membership has ended and have expressed written consent to be retained by the Branch to enable Branch Officers to contact them to be kept informed of events and for welfare purposes, this consent must be renewed on a tri-yearly basis, and the written consent retained.
17. Data shall be deleted and destroyed securely by both Branches and National Officers after a period of no more than seven years following the ending of Membership, excluding individuals covered in section 16.
18. When communicating with each member no identifier shall be visible to another party, be this by email or letter, without the written consent of each individual.
19. Any breach of data shall be reported to the Information Commissioners Office.