

West Hill PCC

Personal Data Management Policy - 2018

1. West Hill PCC and its associated sub-groups hold personal data on members.
2. This data is held and processed in according to the requirements of the Data Protection Act 2018 in pursuit of the legitimate interests and legal obligations of the PCC. These are to communicate with our members and members of the community sub-groups which we operate; to carry out appropriate safeguarding procedures and to manage the Electoral Roll.
3. The Chairman/organiser of each of the PCC sub-groups will be regarded as the data holder for that group.
4. Data holders will -
 - Ensure data is kept secure
 - Not use data outside the activities of the PCC and sub-groups
 - Protect data [bcc e-mail addresses, avoid posting public lists of names & addresses]
 - Make individual's data available for inspection to them if requested
 - Explain the above to data subjects [see below]
 - Ensure records are kept up to date
 - Report any breaches of the above to the PCC / PCC Chairman
5. Data holders will be asked to confirm that they are in compliance each year at the July / 2nd PCC meeting. This policy will also be reviewed and updated as necessary at that time.
6. The management of Safeguarding incorporates full explanations about the process and the procedures regarding individual's data. The application paperwork includes an appropriate written declaration about the use of the data.
7. The following statement will be communicated to all data subjects either collectively or individually [excepting Safeguarding and Electoral Roll]

“West Hill PCC holds personal data on members limited to name, address, e-mail and phone numbers. The PCC uses this data for the legitimate interest of communicating with members and organising activities. The data will be held secure and will not be communicated to any outside body without express individual permission. You have the right to check the data held on you at any time and delete it if you wish. Please contact any member of the PCC if you have any concerns.”

8. The Electoral Roll members should receive an equivalent statement as follows

“West Hill PCC holds personal data on members limited to name, address, e-mail and phone numbers. The PCC uses this data to discharge its legal obligation to prepare an Electoral Roll. The data will be held secure and will not be communicated to any outside body without express individual permission. You have the right to check the data held on you at any time and delete it if you wish. Please contact any member of the PCC if you have any concerns.”

9. The sub-groups for the year commencing April 2018 are as follows

<u>Group</u>	<u>Chairman/Organiser</u>
Choir	Margery Whittington
Messy Church	Rosemary Hudson
Men's Group	Peter Bennett
CAMEO	Christine Smith
Tea & Toast	John Pangborne
Café Church	Maggie Gordon
<i>Safeguarding</i>	<i>Sue Ritchie</i>
<i>Electoral Roll</i>	<i>Ann Simms</i>