



DIOCESE OF **Hexham & Newcastle**

Data Protection and GDPR



A guide for parishes

April 2022

CONTENTS

Introduction.....	3
Data protection and GDPR	3
Diocesan compliance	3
Data protection support	3
Understanding Data Protection	4
Terminology.....	4
Main principles of the GDPR.....	5
Lawful basis for processing data.....	6
Data subject rights	7
What do we need to do?	8
Data audit/record of processing activities	8
Data clean up	8
Secure data	9
Use privacy notices	11
Obtain or refresh consent	11
Data breaches.....	12
What is a data breach?	12
What should we do if we think there has been a breach of personal data?	12
Subject Access Requests (SARs)	13
Other considerations	14
Special category data.....	14
Children	15
Volunteers	15
Communication	15
Photos, recording and live streaming.....	16
CCTV.....	16
Practical IT data security guidance	17
Windows Computers	17
Mac Computers	18
Microsoft Office.....	19
Privacy Notice Examples	20
Example Notice Wording	21
Template Forms.....	23

INTRODUCTION

Parishes regularly store, collect, use and process personal information about the people they interact with for a variety of purposes. Parishes therefore must comply with laws that govern the way data is processed.

DATA PROTECTION AND GDPR

The **General Data Protection Regulation** is a regulation in EU law which standardises how data can be processed, giving people more control over their data. It is intended to make it easier to understand how data is being used.

Following Brexit, this still applies to the UK as the GDPR was retained in domestic law as the **UK GDPR** in 2021. In practice, there is little change to the core data protection principles, rights and obligations and for the purposes of this guidance document, we will still refer to it as the GDPR.

The **Data Protection Act 2018** sets out the framework for data protection law in the UK. It sits alongside the GDPR and tailors how it applies. The regulatory body in the UK is the **Information Commissioner's Office** (ICO).

DIOCESAN COMPLIANCE

The relevant entity for data protection purposes is the Diocese, rather than individual parishes or partnerships. As the data controller and owners of Diocesan data, the trustees/directors of the Diocese of Hexham and Newcastle have the overall responsibility of ensuring compliance for the Diocese as a whole. All trustees, officers, employees, clergy, religious and volunteers of the Diocese have a duty to comply with the policies relating to data protection. Realistic and practical support will be offered to assist in this compliance and ensure that the Diocese and the Diocesan trustees/directors are not placed at risk.

The Data Protection Team (DPT) prepare and issue policies, guidance and provide other forms of support as necessary. The Diocesan Data Protection Policy and other information is available on the dedicated data protection page on the Diocesan website at <https://diocesehn.org.uk/the-diocese/data-protection/>

This guidance document is intended to support parishes with the basics of data protection.

DATA PROTECTION SUPPORT

The following members of curial staff form the Data Protection Team (DPT) which is the main support system for parishes in relation to data protection and GDPR:

Data Protection Lead (DPL)

Catherine Joyce
0191 2433317

Point of contact for general enquiries and data breach or subject access reporting

Head of Human Resources

Katherine Nugent
0191 2433301

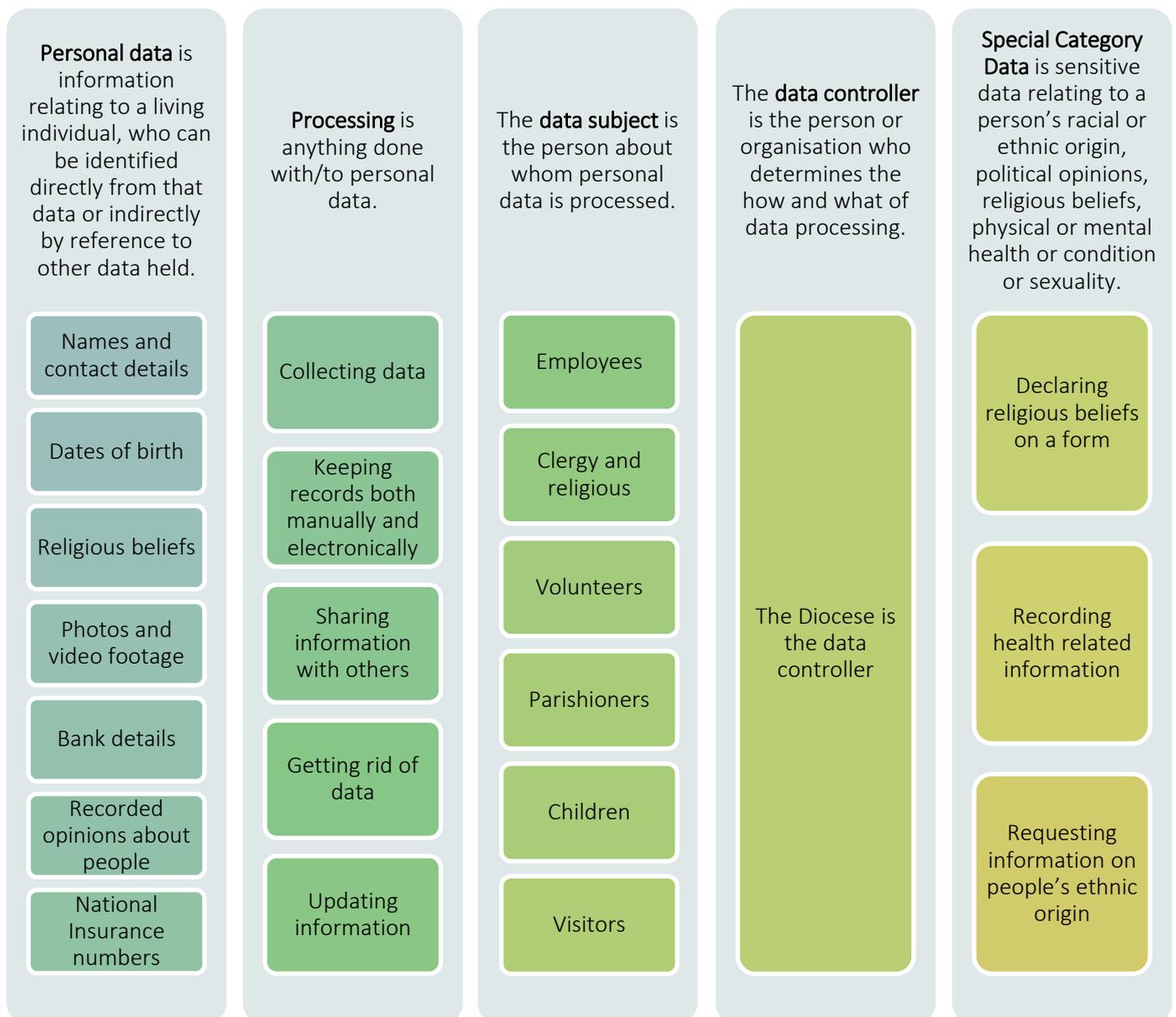
Point of contact for enquiries relating to employees or volunteers

To contact the team by email, please send queries to data.protection@diocesehn.org.uk

UNDERSTANDING DATA PROTECTION

TERMINOLOGY

Common terms that are used in this document and when discussing data protection and GDPR are defined below with examples:



MAIN PRINCIPLES OF THE GDPR

The principles the Diocese must adhere to are as follows:



Lawfulness, fairness and transparency

- We must identify the legal basis on which we rely to process personal data and we must inform people what we are doing by using privacy notices.



Purpose limitation

- We can only collect personal data for a specific purpose, clearly stating what that purpose is, and only keep data for as long as necessary for the purpose.



Data minimisation

- We must only process sufficient data to fulfil our purpose, the data must be relevant to the purpose and we do not hold more data than is needed.



Accuracy

- Data must be factual and up to date. Reasonable steps to ensure this must be taken.



Storage limitation

- We must justify how long we keep personal data and delete this when it's no longer necessary.



Integrity and confidentiality

- We must have appropriate security measures in place to protect the personal data we hold.



Accountability

- The Diocese must demonstrate compliance with data protection regulations.

LAWFUL BASIS FOR PROCESSING DATA

There are six lawful grounds for processing data. These are listed below with some examples of processing a diocese may carry out:

Where it is necessary for the purposes of **legitimate interests**

- Holding contact details and contacting data subjects to operate in our day to day work
- Processing applications for courses
- Having a diary of appointments
- Keeping details of volunteers to be able to contact them about their roles
- Keeping details of a school's foundation governors

The data subject has given their **consent**

- Where an individual gives permission to receive information about Diocesan events
- Where an individual signs a list at to confirm being able to assist at or attend a Diocesan event
- Sharing information with third parties
- Sending individuals marketing or fundraising information by electronic means

Where it is necessary to fulfil a **contract**

- Where an individual enters into a hiring agreement for a diocesan facility
- To carry out responsibilities in relation to an employment relationship

Where it is necessary for compliance with a **legal obligation**

- Processing DBS checks
- Passing on information to a local authority or the Charity Commission
- Passing Gift Aid information to HMRC

Where it is necessary to protect the **vital interests** of an individual

- Passing information to the police
- Passing information about an individual's serious health condition to the NHS or a health professional where there is risk of death or serious injury to that person or another individual

Where it is necessary for the performance of a **task in the public interest**

- In parishes, updating the civil register of marriages

The main lawful bases we rely on are legitimate interest and consent which will be explored further in this guidance.

DATA SUBJECT RIGHTS

The main rights given to individuals and examples of how the Diocese can comply with them are as follows:



When dealing with the rights to access, rectification, erasure and objection, the Diocese has one month to respond from the time of the request. You, or the appropriate person, must contact the DPT **immediately** therefore so this timescale can be met.

To be able to deal with a situation within the timescale, data should be kept to a minimum and in accessible storage/filing systems.

Requests like these may be few and far between but all those that work or volunteer for the Diocese need to be aware of them so they can be dealt with appropriately.

WHAT DO WE NEED TO DO?

DATA AUDIT/RECORD OF PROCESSING ACTIVITIES

Under data protection regulations, the Diocese is required to keep a record of all data processing to demonstrate that data is processed in line with legislation. To achieve this all departments, commissions and parishes are required to complete a self-audit of the data they process.

If a data audit has not yet been completed for your parish, please contact the DPL for advice. The audit is the first step in looking at what data is processed and it helps with the next stages. An example audit has been produced that you can adapt to help with the process. This is available on the Diocesan Data Protection webpage and can be requested from the DPL.

Once the audit is complete, this must be kept as a record of your processing. It should be reviewed regularly and must be updated with any new processing you may need to carry out.

DATA CLEAN UP

Once you have identified what data you hold, you can decide if you need to keep it. You must have a valid reason for storing data (see the lawful grounds on page 6).

Information containing personal data must be disposed of securely e.g. by shredding. If you do not have a shredder it may be possible to use a shredding company or a linked school could possibly allow you to use their facilities.

The Diocese has produced a retention policy to be used by parishes. This is available at www.diocesehn.org.uk/the-diocese/data-protection/ If you are still unsure whether or not to dispose of data, please contact us.

SECURE DATA

It is vital that the data you hold is stored appropriately and that security measures are taken to protect this data. Examples of how to increase security are included below.

GENERAL DATA SECURITY IN PARISHES

- ✔ **DO** minimise who has access to data. Decide if people who currently have access really need to and would the data subjects expect these people to have access to their data? Record who has access to what data (the self-audit can be evidence of this). Those who have specific areas of responsibility should only have access to the data required to fulfil this. This may mean storing data for different purposes in separate areas.
- ✔ **DO** ensure key holders for parish properties are kept to a minimum. Number the keys and keep records of who has them. If they no longer need access, make sure these keys are returned.
- ✔ **DO** work on the basis of a box within a box for security, e.g. records stored in a locked cabinet which is inside a locked office or a password protected document on a password protected computer. This test provides a basic measure of how secure your records are.
- ✔ **DO** lock all portable devices away when not in use.
- ✔ **DO** follow the clear desk policy for when people are not at their workstation.
- ✔ **DO**, where possible, store parish data at the parish. Staff and volunteers may need to transport data offsite to fulfil their roles and responsibilities. Data kept offsite from the parish must only be the minimum required to fulfil the purpose of the role. This data should be returned to the parish as soon as possible.
- ✔ **DO** ensure you know exactly what information your volunteers hold/transport if they are required to take data offsite.
- ✔ **DO** ensure that when personal data is removed from an office, it is subject to appropriate security measures, including keeping paper files away from public visibility, making sure nothing is left in vehicles and ensuring it is stored securely in homes.
- ✘ **DON'T** display personal data in offices that may be used by volunteers or to receive visitors.
- ✘ **DON'T** leave visitors unsupervised in offices where data is not secured.
- ✔ **DO** ensure that when getting rid of personal data, paper documents are securely shredded and electronic data deleted securely (make sure data is deleted from the Recycle Bin folder on your computer).

INFORMATION TECHNOLOGY SECURITY

- ✔ **DO** use individual logins and passwords for computers and other devices.
- ✘ **DON'T** share your passwords and log in information.
- ✔ **DO** use complex passwords (using both upper and lower case letters and including numbers and special characters). Passwords should be changed at least every 90 days or immediately following any possible breach.
- ✔ **DO** restrict access to the parish email account to only those who absolutely need it. A person emailing the parish would have a reasonable expectation of confidentiality when emailing the parish. This confidentiality can be achieved if access is restricted.
- ✘ **DON'T** use a personal email address for sending personal data if others have access to this, e.g. a family email account.
- ✔ **DO** keep files organised in a system of folders and not saved to the desktop where they are easily accessible to others. In the case of a subject access request, an organised filing system will help you locate data.
- ✔ **DO** password protect documents containing sensitive personal data. If sharing a password protected document by email, communicate the password via another method, e.g. by text message or over the phone.
- ✔ **DO** log off your computer or lock your screen when working away from your device (see **IT security advice**).
- ✔ **DO** position computer screens away from windows and walkways to prevent accidental exposure of personal data.
- ✔ **DO** install anti-virus software and malware protection on all computers used to process personal data. Anti-spam protection should be used for emails.
- ✔ **DO** back up information stored on parish computers regularly. This can be to an external hard drive or USB device or to a cloud service. An internet search of 'free backup software' can suggest useful programs to use that can do this daily.
- ✔ **DO** delete out of date back-ups of information.
- ✔ **DO** use password protected storage media, i.e. USB devices or external hard drives. Many USB devices have software included to be able to add encryption. These devices should be locked away when not in use.
- ✘ **DON'T** allow any unknown third party to have remote access to a computer unless you have requested this. A common scam includes a call from someone claiming to be Microsoft Windows support informing you that your PC has a virus or is running slowly. They will claim the problem can be solved remotely if you give remote access to your PC.
- ✔ **DO** be vigilant when it comes to emails with attachments. Phishing emails are a common method of cybercrime. Do not open attachments or click on links in emails without first checking if they are legitimate. If you were not expecting the email, be cautious in deciding whether to open the attachment. If necessary, contact the sender for more information regarding the attachment. Hover over links (without clicking) to see if the link looks legitimate – often in phishing attempts, the link differs from the one you see in the email. Phishing emails often (but not always) contain spelling and grammatical errors. Check for these. If in any doubt, seek advice from IT support.
- ✔ **DO** be aware that if you are using a wifi connection on a device that contains personal data in a public place, you must not link to any public access network.

Advice on how to implement some of these recommended measures is included in the **Practical IT data security guidance** section.

USE PRIVACY NOTICES

When any personal data is collected from an individual, they must be provided with a privacy notice. The privacy notice provides information about what, why and how information is processed.

When using to collect most data, the privacy notice will be a short statement that will refer to the full Diocesan Privacy Notice. This is available on the Diocesan website. Parishes should display the Diocesan Privacy Notice e.g. on a notice board and website, and make it available on request.

Example short form privacy notices are provided in the **Privacy Notice Examples** section of this document.

OBTAIN OR REFRESH CONSENT

Consent is required to be able to offer people a choice about how their information will be used.

The main reason parishes would ask people to consent to processing their data, is where you may want to:

- use their details to inform them of parish activities,
- for fundraising,
- where you want to share their details with third parties e.g. sharing contact details between volunteers for the purposes of fulfilling their role.

If you use people's data currently for the reasons stated above and do not currently have consent, this will need to be obtained. The example consent forms in this guidance can be used depending on the purpose.

Consent may be obtained verbally. If acquired in this way, it is the responsibility of the parish to keep a record of this. An example verbal consent record template is included.

DATA BREACHES

WHAT IS A DATA BREACH?

A personal data breach is defined in the GDPR as:

"a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed."

Examples of a breach are as follows:

- the disclosure of confidential data to unauthorised individuals, e.g. an email containing personal data is sent to the wrong group of people
- the loss or theft of records, e.g. a batch of hardcopy records containing personal data is lost or stolen
- the loss or theft of devices or equipment that may contain personal data, e.g. a USB device containing personal data is lost or stolen
- a suspected breach of IT security that could have allowed unauthorised access to personal data, e.g. an unknown third party has gained access to a parish computer
- a breach of physical security e.g. forcing of a door or window to gain access to a secure room
- the alteration of records without the authorisation of the data subject.

WHAT SHOULD WE DO IF WE THINK THERE HAS BEEN A BREACH OF PERSONAL DATA?

The person who has identified the possible breach must contact the DPL **immediately**, preferably by telephone on 0191 2433317. The DPL will then let the person/member of clergy know how to proceed.

SUBJECT ACCESS REQUESTS (SARS)

Any person may exercise their rights to access and request to find out what data the Diocese holds about them, or the right to have their data modified or erased. Any such requests should immediately be referred to the DPL at the Diocese.

A request will most likely come in writing by email or letter. A request will most likely come in writing by email or letter. If you receive a verbal request, you can ask the person to put it in writing or use the form on the Diocesan data protection webpage at <https://diocesehn.org.uk/the-diocese/data-protection/>

If you have a parish Facebook page or Twitter account please remember to check them regularly to see if anything that might be a subject access request has been received.

Parish properties where no one is resident should be checked regularly for any postal requests.

There is a strict timescale to deal with these requests imposed by the ICO. If you are not sure if a request would qualify as a subject access request please contact the DPL.

OTHER CONSIDERATIONS

SPECIAL CATEGORY DATA

Parishes will regularly process special category data, e.g. when asking an individual to confirm their religious beliefs. This data is regarded as more sensitive and is therefore subject to more protection.

To process special category data, first you must identify a lawful basis but then you must also identify an additional reason for processing.

The most appropriate way to deal with special category data is to obtain consent from the data subject. Explicit consent covers both the lawful basis and the additional reason.

However, if this is not possible, there is provision for charities to rely on legitimate interest as the lawful basis. There is a condition for not-for-profit bodies where consent is not required if the processing meets the following conditions:

- processing is carried out in the course of the Diocese's legitimate activities
- appropriate safeguards are in place
- it relates solely to members or former members of the Diocese or to persons who have regular contact with the Diocese in connection with its purposes
- the personal data is not disclosed outside the Diocese without the consent of the data subjects

Example One

If the parish collects a list of parishioners as part of a parish census, this processing would reveal special category data (religious beliefs). The lawful basis for processing this would be that it is in the legitimate interests of the Diocese and parish to hold this information. The additional grounds for processing would be that it is carried out in the course of the Diocese's legitimate activities with the information being kept securely, only relating to members of the parish and the data is not being disclosed to any third parties.

However, should the information need to be shared at any point with a third party, consent would be needed from the data subjects.

Example Two

A member of the clergy may keep information about parishioners including health data to allow him to fulfil his parish ministry. This information can be stored and used under the legitimate interest lawful basis. As it contains special category data (health related information), as long as that data is kept securely, only relates to parishioners and it is not disclosed to third parties outside of the parish, consent would not be needed.

Should the information need to be shared at any point with a third party, consent would be needed from the data subject.

Please be aware of this when collecting any special category data. If you would like any advice on this, please contact the DPL.

CHILDREN

Whilst there is no strict rule at what age children are considered able to exercise their rights as data subjects, children aged 12 and over are generally considered to be able to make their own decisions regarding their data.

When children are required to give consent, extra effort must be made to ensure they understand their rights as data subjects.

When it comes to requesting access, parents and guardians are only guaranteed access to information about their child if the child is younger than 12 or the child is not deemed capable of understanding their rights or making a decision. If in doubt about a particular situation, please contact the DPL for advice.

VOLUNTEERS

Volunteers play a vital role in parish life and may need to transport data offsite either in hard copy form, on their own devices or on external drives to be able to perform in their roles and responsibilities.

Please address data security with your volunteers and make them aware of the guidance and information provided in this document and also let them know about *Data Protection and GDPR: A quick guide* available at <https://diocesehn.org.uk/the-diocese/data-protection/>

COMMUNICATION

When receiving telephone or email enquiries and dealing with correspondence, caution should be used:

- DO** ensure the identity of the person making the enquiry is verified and check whether they are entitled to receive the requested information.
- DO** ask the enquirer to put their request in writing (email or letter) so that their identity and entitlement to receive the information can be verified if the information is particularly sensitive and/or you are not confident the person is entitled to the information. If there is any doubt, contact the Data Protection Team.
- DON'T** reveal the current whereabouts of a person to an enquirer. State that they are unavailable and take details to pass on when possible.
- DO** use the blind carbon copy (BCC) option when contacting groups of people by email so that you do not disclose email addresses to the email group. Email addresses can potentially reveal personal data about the subject.
- DO** ensure that personal data is securely packaged when providing hard copy information and sent by the most appropriate means (e.g. special delivery, courier or hand delivery).



PHOTOS, RECORDING AND LIVE STREAMING

Taking photos, recording footage and live streaming in churches or at parish events are considered as processing personal data and can potentially reveal sensitive information about a person (religious beliefs) and therefore consideration should be given to how these are used:

- ✔ **DO** make people aware beforehand if you wish to photograph or live stream services or events.
- ✔ **DO** display signage in the parish at all times to advertise that, on occasion, there may be photography and live streaming used. The signage should make clear that by attending these events, people's image may be seen in general crowd shots in parish/Diocesan publications, media and websites.
- ✔ **DO** make it clear on booking forms or when advertising events, that there will be photography or filming taking place.
- ✔ **DO** display privacy notices prominently at particular events/services where photos and/or filming will take place. If possible, an announcement should be made before the event.
- ✘ **DON'T** film children (under 12) without parental consent. For school groups, check with the staff member responsible at the event/service.
- ✔ **DO** obtain consent before taking individual or small group shots/footage of people. If this is not possible, you should gain permission before using the photos/footage for any purpose.
- ✔ **DO**, if possible, at events/services, designate an area for no pictures and make people aware of this.
- ✔ **DO** remove a photo from a website or take down a displayed picture if you are asked to so do and ensure you do this as soon as possible.

CCTV

If you already have a CCTV system installed, you must ensure that you have a privacy notice displayed in the appropriate location(s). An example notice is included.

If you are thinking about installing a CCTV system, please contact the DPL, as due to the potentially intrusive nature of recording people, there are various considerations to keep in mind, including:

- Identifying a legitimate reason for installing a CCTV system before purchase.
- A privacy impact assessment should be carried out.
- Adherence to both the ICO guidance and the Surveillance Camera Code of Practice is required.

PRACTICAL IT DATA SECURITY GUIDANCE

WINDOWS COMPUTERS

LOCK YOUR SCREEN

1. Press the **windows key** (**⊞**) + **L** or press **Ctrl + Alt + Delete** and choosing the **Lock** option.
2. To cancel the lock screen, press any key or click the mouse button to enter your password.

CHANGING A PASSWORD

1. Press **Ctrl+Alt+Delete**, and then click **Change a password**.
2. Type your old password followed by a new password as indicated, and then type the new password again to confirm it.
3. Press **Enter**.

CREATING A NEW LOG IN/USER

How to create a local user account:

1. Select the **Start** (**⊞**) button, then select **Settings > Accounts** and then select **Family & other users**. (In some editions of Windows you'll see **Other users**.)
2. Select **Add someone else to this PC**.
3. Select **I don't have this person's sign-in information**, and on the next page, select **Add a user without a Microsoft account**.
4. Enter a user name, password, password hint or choose security questions, and then select **Next**.

How to change a local user account to an administrator account:

1. Under **Settings > Accounts > Family & other users**, select the account owner name, then select **Change account type**.
2. Under **Account type**, select **Administrator** and **OK**.
3. Sign in with the new administrator account.

MAC COMPUTERS

LOCK YOUR SCREEN

Set up the lock screen password

1. Choose **System Preferences > Security & Privacy > General**.
2. Check the box next to **Require Password** and set an interval that meets your workflow. If you want the highest level of security, set it to **immediately**. If you often find yourself accidentally locking your screen, set it to **5 seconds** so that you can quickly unlock the display without having to enter your password.
3. Decide on the exact functionality you want: lock (sleep) the display only, or sleep the entire system. Locking or sleeping the display will shut the display off but keep the Mac running in the background. If you performed the steps above to require a password, users will need to enter the correct account password in order to unlock the display.

Lock or Sleep your Mac's screen

To lock your Mac's screen, simultaneously press the following keys: **Control + Shift + Eject**. If you have a newer Mac that doesn't have an optical drive (and thus has no eject key on the keyboard), the command is **Control + Shift + Power**. In both cases, you'll see your Mac's display shut off immediately, while the system continues to run in the background.

CHANGING A PASSWORD

1. Choose **System Preferences** from the Apple menu, then click **Users & Groups**.
2. Select your user name from the list of users.
3. Click the **Change Password** button, then follow the onscreen instructions.

CREATING A NEW LOG IN/USER

1. Click on the **Apple icon** in the upper left corner of your Mac's screen.
2. Select **System Preferences** from the drop down menu.
3. Click on **Users & Groups**.
4. Click the lock in the lower left corner to make changes.
5. Type your administrator password.
6. Click **Unlock**.
7. Click the **Add user account** button (it looks like a plus, underneath the list of user accounts).
8. Set the new user's account type.
9. See the notes above to understand the difference between administrator, standard, managed with parental controls, sharing only and group. You can enable administrator access and even enable parental controls

after an account has been created, so if you're not sure what to set, don't panic.

10. Enter a full name for the user.
11. Enter an account name.
12. You can set up a separate password, which you'll be required to input and verify. You can also enter a hint in case the user (or you) forget the password.
13. When you're finished, click the **Create User** button.

UPDATE TO THE LATEST OPERATING SYSTEM

If you are not running the latest operating system on your Mac, check the following page for how to upgrade:

<https://www.apple.com/uk/macOS/how-to-upgrade/>

MICROSOFT OFFICE

PASSWORD PROTECT A DOCUMENT IN WORD, EXCEL OR POWERPOINT

1. Click **File > Info > Protect Document > Encrypt with Password**.
2. You'll be prompted to create a password, then to confirm it.
3. After you've added a password to your file you'll need to save the file to make sure the password takes effect.

PRIVACY NOTICE

EXAMPLES

When you wish to collect people's information, a privacy notice must be used.

The examples below can be used for the purposes detailed and adapted for other parish uses.

FORMS

This wording can be used on general forms, e.g. collecting names of committee members and parish groups.

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for purposes relating to [insert reason for processing]. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

SIGN IN SHEET

This wording can be used for events where you require attendees to sign their name and give any other personal details to confirm their attendance.

The information you have provided will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes of running and administering the [title of event] event. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

BOOKING FORM

This wording can be used for events where you require attendees to sign their name and give any other personal details to confirm their attendance.

The information you have provided will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes of running and administering the [title of event] event. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

*Please note that when using a notice without requiring explicit consent, the information can be used for no other purpose than that stated, e.g. it cannot be shared with any third parties or used for contacting parishioners about other events unless the person agrees to this. The section **Template forms** contains examples of how to obtain explicit consent.*

EXAMPLE NOTICE

WORDING

CCTV

CCTV IN OPERATION

We are using a CCTV system to capture high definition video images to help us monitor antisocial behaviour, crime and emergency incident and situations.

The CCTV data is shared with a small number of security organisations and the police.

The CCTV data is stored in secure locations. We are processing CCTV data in pursuit of our legitimate interests and as required by law.

The Parish of [insert name of parish] is part of the Diocese of Hexham and Newcastle. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

PHOTOGRAPHY (STANDARD NOTICE)

PHOTOGRAPHY

Please be aware that during services and events, there may be occasions when filming and photography occurs.

All members, guests, staff, visitors and contractors are asked to act responsibly when filming or photography is taking place.

The Parish of [insert name of parish] is part of the Diocese of Hexham and Newcastle. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

PHOTOGRAPHY (EVENT NOTICE)

PHOTOGRAPHY TAKING PLACE

Please note that filming/photography is taking place [at this event/in this area] for promotional and archival purposes. The photographs and recordings made are likely to appear on our website or in parish publications.

If you would prefer not to be photographed please let [insert name of designated person] know.

All members, guests, staff, visitors and contractors are asked to act responsibly when filming or photography is taking place.

The Parish of [insert name of parish] is part of the Diocese of Hexham and Newcastle. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

LIVE STREAMING/RECORDING

LIVE STREAM/WEBCAM IN OPERATION

This building belongs to the Diocese of Hexham and Newcastle.

We use a webcam to record and live stream mass and other services in this building to help us share our faith with others who are unable to attend in person.

Live streams and past recordings are placed on the parish website for the general public to see. If you have any concerns about the use of live streaming during a service or mass, and do not wish to be recorded, then please speak to [insert name of designated person] who will provide you with advice about the best place to sit and/or what you should do.

The live streaming of mass and services in this building is being carried out in pursuit of our legitimate interests which is to promote and share the Roman Catholic faith.

About us

The Parish of [insert name of parish] is part of the Diocese of Hexham and Newcastle. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

TEMPLATE FORMS

All forms can be downloaded as amendable word documents from:

<https://diocesehn.org.uk/the-diocese/data-protection/>

Please consider the suitability of the templates for use in your parish and adjust as needed.

CONSENT FORMS

When you wish to collect people's data to be used for keeping in touch with them or you need to pass their information on to a third party, you should always use consent as your basis for processing.

Template consent forms included:

- Sick List Consent Form
- Rota Consent Form
- Keeping in Touch Form
- Parish Census example
- Consent record

NON-CONSENT FORM

When you wish to collect people's information so you can contact them in relation to their role you may want to use the following form. Collecting this information does not rely on consent as without the information, the parish would not be able to achieve its aim.

- General contact details form

[Insert name of parish]
[Insert parish address]
[Insert parish contact details]

Sick List Consent Form

Details to appear on sick list:

Name		Surname	
------	--	---------	--

Please complete the **relevant** section:

Consenting to your name appearing on the list

	Yes	No
I give consent for my name to appear on the parish sick list until such time that I request it to be removed	<input type="checkbox"/>	<input type="checkbox"/>

Consenting on behalf of a child

	Yes	No
I am a parent/guardian of the above named minor and give permission for his/her name to appear on the parish sick list until such time that I request it to be removed.	<input type="checkbox"/>	<input type="checkbox"/>

Consenting on behalf of another adult

	Yes	No
The above named person is unable to give permission and as such I can confirm that I am a close relative/have a health and welfare lasting power of attorney for that person and give permission for his/her name to appear on the parish sick list until such time that I request it to be removed.	<input type="checkbox"/>	<input type="checkbox"/>

I consent for the above person's name to appear on the sick list in: (please tick all that apply)

- parish bulletin (paper version)
 online bulletin

Signed	
Print Name	
Date	

Please return to: [insert details]

You can withdraw or change consent at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address].

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for purposes relating to administering the parish sick list. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

[Insert name of parish]
[Insert parish address]
[Insert parish contact details]

Rota Consent Form

Please complete this form if you would like to give your consent to the parish and Diocese holding and processing your personal data only for the purposes listed below.

Please tick all that apply

	Yes	No
I consent to the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle including my name on volunteer rotas which may be displayed in church, published in the parish bulletin and on the parish website	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
I consent to the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle sharing my contact details with other rota volunteers as necessary and to them contacting me in relation to the rota administration	<input type="checkbox"/>	<input type="checkbox"/>

I consent to being contacted by: post phone email

Name		Surname	
Address			
	Post code		
Email address		Tel no	

Signed	
Date	

Please return to: [insert details]

You can withdraw or change consent at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address].

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for purposes relating to administering rotas. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

[Insert name of parish]
[Insert parish address]
[Insert parish contact details]

Keeping in Touch Form

Please complete this form if you would like to give your consent to the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle holding and processing your personal data to keep you informed of news, events, fundraising and activities in your parish and in the Diocese.

Name		Surname	
------	--	---------	--

	Yes	No
I consent to the Parish of [insert name of parish] contacting me to keep me informed about news, events, fundraising and activities in my parish.	<input type="checkbox"/>	<input type="checkbox"/>
I consent to the Diocese of Hexham and Newcastle contacting me to keep me informed about news, events, fundraising and activities in the Diocese.	<input type="checkbox"/>	<input type="checkbox"/>

I consent to being contacted by:

- email
- phone
- text
- post

Email address		
Tel no		
Mobile no		
Address		
	Postcode	

Signed	
Date	

Please return to: [insert details]

You can withdraw or change consent at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address]. All processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes stated above. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

[Insert name of parish]
[Insert parish address]
[Insert parish contact details]

Parish Census Form

Section One

The information in this section will be used for the purposes of updating parish records and to support the pastoral care and administration of the Parish and Diocese. The information you provide will not be disclosed outside of the Parish or Diocese without permission.

Main details

Address			
	Postcode		
Email address			
Tel no			
Mobile no			

Details of people living at this address

Use one column for each person – if needed please use another sheet. All responses are optional.

	Person 1 (you)	Person 2	Person 3
Surname			
Other Names			
Date of Birth			
Occupation or School			
Baptised	Yes/No	Yes/No	Yes/No
When Baptised			
Where Baptised			
First Holy Communion	Yes/No	Yes/No	Yes/No
Confirmed	Yes/No	Yes/No	Yes/No
Married	Yes/No	Yes/No	Yes/No
Housebound	Yes/No	Yes/No	Yes/No
Year arrived in Parish			
Country of Origin			
Languages spoken			
Mass attended (e.g. 8:30am Sun)			

Section Two

Keeping in touch

The Parish and the Diocese may contact you in relation to planned giving, news, events, fundraising and activities in your parish and in the Diocese. Please complete the following section if you consent to this:

	Yes	No
I have a box of offertory envelopes	<input type="checkbox"/>	<input type="checkbox"/>
I would like a box of offertory envelopes	<input type="checkbox"/>	<input type="checkbox"/>
Are you part of the Gift Aid scheme?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like further information regarding the Gift Aid scheme?	<input type="checkbox"/>	<input type="checkbox"/>
I consent to the Parish of [insert name of parish] contacting me to keep me informed about news, events, fundraising and activities in my parish.	<input type="checkbox"/>	<input type="checkbox"/>
I consent to the Diocese of Hexham and Newcastle contacting me to keep me informed about news, events, fundraising and activities in the Diocese.	<input type="checkbox"/>	<input type="checkbox"/>

Parish activities

If you are involved in any parish activities/would like to be involved in parish activities or would like to offer your services, please complete the following section:

Do you belong to any organisations? (e.g. SVP)	
Would you like to be involved with any parish activities? Please give details.	
I have these skills that I would like to use for the Parish	

I consent to being contacted by:

email phone text post

Section Three

I confirm that all individuals whose information has been provided on this form have agreed for it to be provided to the Parish and Diocese:

Signed	
Date	

Please return the completed form to [insert details].

Where you have given consent, you can withdraw or change this at any time by contacting [insert contact name] on [insert tel no] or by email at [insert email address]. All processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes stated above. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.

[Insert name of parish]
[Insert parish address]
[Insert parish contact details]

Contact Details Form

The Parish of [insert name of parish] and the Diocese of Hexham and Newcastle would like to collect your contact information to communicate with you in relation to your role as [insert role title]:

Please provide your details below:

Name		Surname	
Parish		Parish Location	

Please indicate what method(s) we can use to contact you (tick and complete all applicable):

<input type="checkbox"/> email	Email address	
<input type="checkbox"/> phone	Tel no	
<input type="checkbox"/> text	Mobile no	
<input type="checkbox"/> post	Address	
	Postcode	

The information you have provided on this form will be stored and used by the Parish of [insert name of parish] and the Diocese of Hexham and Newcastle only for the purposes of communicating with you regarding your role as [insert role title]. Details of how we process your data, and your rights, are included in the Diocesan Privacy Notice which can be accessed at www.diocesehn.org.uk/privacy-policy/ or by request from the parish.