

# **St John's Church, Kenilworth**

## **GDPR – Data Protection Policy**

### **Purpose of this document**

This document sets out the Data Protection policy of the PCC of St John's Church Kenilworth with regard to GDPR.

### **Our policy**

- The PCC is a data controller for the personal data we process, we document all the applicable information under Article 30(1) of the GDPR;
- We take Data Protection seriously;
- We only collect and process the minimum data required for us to meet the objectives of our organisation;
- We process some special category data and we document this;
- We have documented the lawful basis for our processing in our Data Privacy Notices;
- We have policies covering data retention, data erasure, right of access, right of data portability, right to restrict processing, right to be informed and right to object;
- We document our processing activities in writing;
- We conduct regular reviews of the personal data we process and update our documentation accordingly.
- We review our policies, procedures, contracts and agreements regularly;
- We provide training and guidance for staff and volunteers;
- We consider physical protection and information security and review them regularly;
- We have a governance structure in place with a member of the Standing Committee having responsibility for Data Protection and a GDPR Co-ordinator on the PCC.

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