

GDPR Note to users

The General Data Protection Regulation (GDPR) is effective in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. Parishes and Mission Areas must comply with its requirements, just like any other charity or organisation.

We are aware that the change in regulations may seem daunting and confusing. That is why we have created a few simple documents and some guidelines to support you whilst you commence compliance work and implement relevant procedures.

All GDPR documents will come under the 'umbrella' of Borderlands Mission Area, to ensure every church is compliant. Whilst this means that you will not need to worry about creating your own documents, there are naturally a number of tasks which each church will need to take responsibility for. The key, however, is to keep up-to-date records and easily accessible data trails as this seems to be one of the overriding messages from the new GDPR communications.

You need to look at how you share, store and use data. This needs to be done both electronically (so emails, social media etc) as well as hard copy format. Furthermore, the person responsible for taking baptism, wedding and funeral bookings needs to tell people at time of booking that we hold their data on file and may use it for marketing purposes (this is where the consent form, privacy statement and disclaimer come in).

How to use the documents...?

Accompanying this note you will find the following documents:

1. **BMA Privacy Statement.** This is a legal document and needs to be displayed in your church as well as on your church website (if you have one). It also needs to be made available to everyone in a hard copy format, so it is worthwhile having some printed copies available for people to pick up.
2. **BMA Disclaimer.** Again, this is a legal document and needs to be displayed in your church as well as on your church website (if you have one). It should also be used to accompany the Privacy Statement and the Consent Form.
3. **BMA Consent Form.** It is likely that many churches will need to get additional consent from people as either consent has been assumed, or the evidence of the consent is no longer available. Please use the Borderlands Mission Area **Consent Form** and ensure it is completed, signed and filed in a safe place.
4. **BMA Audit Checklist.** This is a helpful and simple checklist document to support you through GDPR compliance.
5. **BMA Data Audit Document.** You will find it really helpful to carry out a data audit, and you may be surprised at just how much personal data is stored and processed in your church. It is likely that your audit will identify some areas where your current data systems or processes are not compliant, and so the final column enables you to identify action that might be required. In some cases, you might decide that data no longer needs to be held and processed, in other cases, changes to how you store the data or who has access to it will need to be made.