



PARISH OF KIDLINGTON WITH HAMPTON POYLE

DATA PROTECTION POLICY

The Parish of Kidlington with Hampton Poyle (KwHP) uses personal data about living individuals for the purposes of general church administration, communications and pastoral care.

We recognise the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998 (DPA) and in the General Data Protection Regulation (GDPR) effective from May 2018.

We fully endorse and adhere to the eight principles of the Data Protection Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data on behalf of the parish must adhere to these principles.

KwHP PCC will appoint a Data Protection Officer to take responsibility for data protection compliance and act as the Data Controller for KwHP under the provisions of the DPA.

This policy aims to help staff and volunteers comply with the DPA and GDPR and minimise risk to KwHP, by setting clear guidelines relating to the processing, storage and disposal of data.

This policy will be reviewed annually.

Last review by PCC: 24 January 2022