

Other Burning Questions...

Q1: We have paid staff and the payroll is provided by another organisation (e.g. a diocese or payroll service provider) – can we still share information with them?

Q2: Do we have to treat PCC officers (e.g. Church Wardens, treasurers, secretaries) the same as other church volunteers or do they have their own ‘category’ as an office holder?

Q3: Can we treat office holders in the same way as if they were employees?

Q4: Are volunteers allowed access to personal data in the same way as paid staff?

Q5: Can we still display rosters like the tea and coffee rota in the church?

Q6: Are we allowed to process emergency contact details?

Q7: We have a former member’s database – can we keep this or do we need to delete it?

Q8: Can we add people to our prayer list without consent?

Q9: Can we use personal details taken for weddings/baptisms/funerals to keep in touch with people after the event?

Q10: I would like to include photographs of a recent event in the parish newsletter – do I need consent to do this?

Q11: Do I need consent to send a Benefice Magazine or leaflets advertising church events to every household in the benefice?

Q12: Do we need to register with the ICO?

Q13: We have a church directory and everyone has a copy. Do we need to stop doing this?

Q14: Some of our ex-members may still have data on their computers. What should we do about this?

Q15: Are we allowed to share data with other branches of our church outside the EU?

Q1: We have paid staff and the payroll is provided by another organisation (e.g. a diocese or payroll service provider) – can we still share information with them?

Yes – The 3rd party is processing data on your behalf. You do though need to make sure that the contract you have with them is compliant with the GDPR (speak to your diocesan registrar and/or data protection officer at the diocesan office), in particular it will need to set out in clear terms what the organisation is doing with the data on your behalf and its location and security.

Q2: Do we have to treat PCC officers (e.g. Church Wardens, treasurers, secretaries) the same as other church volunteers or do they have their own ‘category’ as an office holder?

As office holders, even in a voluntary capacity, they have a slightly different role, because they have duties and tasks where the need to contact them or process their data is different from other church volunteers.

Q3: Can we treat office holders in the same way as if they were employees?

Office holders are not employees. However, GDPR applies to the data you process about them in the same way as it applies to employees and gives them the same rights as data subjects.

Q4: Are volunteers allowed access to personal data in the same way as paid staff?

As long as they have a legitimate reason to do so and have signed a data protection or confidentiality agreement stating that they will treat any personal data appropriately and have received some training on data protection.

Q5: Can we still display rosters like the tea and coffee rota in the church?

Any rosters that are connected to running the activities of the church can be considered as legitimate interest, so you would not need consent to collect or display such data. Do make sure that it is outlined in your privacy notice though.

Q6: Are we allowed to process emergency contact details?

Yes. It is up to the person giving you the details to make the emergency contact aware that you have their details and to make sure they're kept up to date and accurate. Make a note that you haven't received this information directly from the data subject but from a third party.

Q7: We have a former member's database – can we keep this or do we need to delete it?

It depends on what data is held and what you are doing with it. If you still have a legitimate reason to keep it (i.e. You are still processing it for the purpose for which you collected it) then it is okay to keep it. If you do not need that data any longer, then you should delete it.

Q8: Can we add people to our prayer list without consent?

If prayer requests are spoken in church then this is fine, you do not need consent. However, if people's names and reasons for the prayer request are recorded and published on the church website or in a parish newsletter, you will need consent.

Q9: Can we use personal details taken for weddings/baptisms/funerals to keep in touch with people after the event?

If you are in regular contact with them then you do not need consent to keep in touch and, for instance, send anniversary cards. If you are not in regular contact, you should ask the person/people if they would like to stay in contact and if they reply affirmatively, follow this up by getting them to fill out a keep in touch form. A sample form you might wish to use can be found on the Parish Resources website:

<http://www.pariahresources.org.uk/gdpr/consent/>

Q10: I would like to include photographs of a recent event in the parish newsletter – do I need consent to do this?

If the photograph is of the event in general, as opposed to a photograph of somebody close up, you do not need consent. It would be good practice to put a notice up that is clearly visible in the event room informing guests that photographs will be taken and where they will be used. You should also provide the details of who to contact should a guest not wish to be included.

Q11: Do I need consent to send a Benefice Magazine or leaflets advertising church events to every household in the benefice?

If you are sending them to every household in the benefice and they are not personally addressed (i.e. addressed to 'Resident' rather than 'Mr Smith') you do not need consent.

Q12: Do we need to register with the ICO?

You probably do not need to register with the ICO, unless you have CCTV installed. There is a quick, easy self-assessment tool on the ICO website that you can use to help you check: <https://ico.org.uk/for-organisations/register/self-assessment/>

Q13: We have a church directory and everyone has a copy. Do we need to stop doing this?

We don't recommend that you routinely give everyone access to large amounts of personal data. However, where you do rely on directories for phone trees or similar, consider the format you are using. It may be more secure to hold it in cloud-based software and give people access to that, than to print a copy out which could easily be left out on a coffee table or even on the bus!

Q14: Some of our ex-members may still have data on their computers. What should we do about this?

When people leave the church, you should make a reasonable effort to retrieve any printed or computer-held records to which they may have access. When you first make this information available, consider asking recipients to sign an agreement stating that they will return the information should they leave the church.

Q15: Are we allowed to share data with other branches of our church outside the EU?

The ICO has advice about the international transfer of data [here](#). Sharing data is not prohibited, but you should ensure that there are appropriate safeguards in place, and get consent from individuals to send their data internationally.