**Guidance for keeping our information safe**

*Definition of personal Information: first name, surname, contact details (telephone number, email address, postal address), photo.*

Be careful where personal Information is stored throughout the building. If your building is open to the public (other than during your Sunday service) then you have to make sure all personal information is securely locked away. The exception of this is for those who have either given consent (there needs to be a record of this consent and that too stored safely) or for those who need to have their details on show in order to fulfil their job (such as the minister, safeguarding officer); but please note even they can decide what exact information is shared: such as title & surname, or simply their job title (such as booking steward).

We recognise that in order for the church services and day to day mission, fellowship and outreach to take place some information may need to be accessible, but this still doesn’t mean it has to be on public display. **As a solution:** either have a cupboard that is locked outside of your service times and unlocked and open during it, or have a clipboard or box containing this information (handouts, sign-up sheets, directories) so that it can still be accessible during the service. Or, if your building allows it, hold this information within a vestry and simply lock the door outside of the normal service times.

*External groups using your premises: if they have sensitive information on show then please inform them, but it is their responsibility to ensure they are GDPR compliant.*

It is our responsibility to make sure that we have the correct contact details and that we look after all personal information securely, and once out of date or no longer required that the information is disposed of securely too (such as burnt in a fire or cross shredded).

Pastoral visitors are only needing full contact information of those that are on their list, only the minister and/or lay pastor and pastoral secretary should look after the entire list, and even then this should be looked after securely. Paper copies as well as digital need to be locked away in a filing cabinet or secure box, or locked cupboard or, password protected on a home computer (separate from non-church files and folders).