

INFORMATION SECURITY AND PRIVACY POLICY

St George's Church, Edgbaston (Registered Charity, No 1134777) is a parish church within the Birmingham Diocese of the Church of England under the care of the parish priest (Incumbent) and administered by the Parochial Church Council (PCC). We are a community centred around our shared Christian faith, which enjoys meeting for a wide variety of worship and social activities.

We collect and use personal information to carry out our duties under the law; to administer our legitimate interests in the administration of the parish; to administer contracts with customers and suppliers and to offer people information about church activities. This policy will apply in all locations where we operate, to all forms of information and to all systems used to collect, store, process or transfer information.

St George's PCC is committed to:

Confidentiality

- protecting the confidentiality of the information it collects, stores, transfers and processes in accordance with English and Canon law, and to meeting its legal requirements and contractual obligations;
- performing privacy impact assessments to protect the privacy and rights of its customers, employees and suppliers;
- ensuring that information gathered by the Incumbent in a pastoral role is held separately from the information gathered by the PCC in its administrative role;
- checking that external providers of data processing are certificated to the relevant national or international standards.

Integrity

- explaining why it needs personal information, only asking for the personal information it needs and only sharing personal information within the PCC and with the Incumbent and with other organisations as necessary or where the person concerned has given their consent;
- not keeping personal information for longer than necessary;
- ensuring that actual or suspected breaches of information security are reported and investigated;
- assessing and measuring the maturity of its information security controls annually;

Accessibility

- allowing people to request access to the personal information it holds on them and to complain if they believe their information has been mishandled;
- assist people by providing data in a portable format when requested.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

The PCC will review this global policy statement annually to reflect new legal and regulatory developments and ensure good practice.