

# Otter Vale Mission Community

## Data Management policy

The Parochial Church Councils (PCCs) of the Otter Vale Mission Community (OVMC) and their associated sub-groups hold personal data on church members.

This data is held and processed according to the requirements of the Data Protection Act 2018 in pursuit of the legitimate interests and legal obligations of the PCCs. These are to communicate with church members and members of the sub-groups which they operate; to carry out appropriate safeguarding procedures and to manage the Electoral Roll.

All data held is in compliant with the UK GDPR regulations (The Data Protection Act 2018). The Chairman/organiser of each of the PCCs' sub-groups will be regarded as the data holder for that group.

Data holders will:

- Ensure data is kept secure
- Not use data outside the activities of the PCC and sub-groups
- Protect data [bcc e-mail addresses, avoid posting public lists of names & addresses]
- Make data available for inspection to them if requested
- Explain the above to data subjects
- Ensure records are kept up to date
- Report any breaches of the above to the PCC / PCC Chairman

To find out the data holders for a particular parish, please contact the appropriate PCC secretary.

**Reviewed: 2<sup>nd</sup> July 2023 by the clergy and Churchwardens of the OVMC**