

General Data Protection Regulation 2018 (GDPR)

The new GDPR comes into effect on 25th May 2018, replacing the Data Protection Act 1998.

What are the issues we need to address?

This legislation adds to the existing principles of the Data Protection Act but have 5 key changes.

1. Consent is now needed to hold personal data.
Consent will have to be informed, freely given, specific and shown.
2. Demonstrate Data Protection compliance.
A higher expectation on governance and record keeping, and carrying out data protection is now in place. Impact assessments will need to be considered on new projects or systems
3. Consider Data Protection.
Organisations must understand and consider data protection and be able to demonstrate any impact has been considered and taken into account.
4. Permit individuals to restrict how their data is used.
Individuals will have much greater rights, including a right to object to certain processing and now have the 'right to be forgotten'. The right to be forgotten enables an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. Safeguarding requirements for records will still need to be retained.
5. Respond more quickly to Subject Access Requests (SAR)
Subject Access Requests rights will be expanded and organisations will have an obligation to comply with them without undue delay and within one month (as opposed to the current 40 days period)

The Information Commissioner provides guidance about GDPR on its website

[Guide to data protection](#)

Useful other links that whilst will need adapting for chapel and congregation use, the key messages and tasks are relevant to Unitarian and Free Christian Chapels.

<http://www.parishresources.org.uk/gdpr/>

<https://www.tmcpc.org.uk/about/resources/guidenotes/gdpr>

Next Steps

The starting point should be a review of the information you currently hold and the purpose of the data.

<http://www.parishresources.org.uk/wp-content/uploads/GDPRchecklist.pdf>

AUDIT Stage

A useful template can be found here

<http://www.parishresources.org.uk/gdpr/dataaudit/>

CONSENT

A key area will be to address consent and ensure you have the most appropriate permissions. Consent must be informed – Individuals must be made aware that they need to give you permission to collect and store their data and understand the purpose to which the data will be used. It must be freely given, without incentives or pressures and must be for a specific purpose, a consent given for Gift Aid cannot be used to enable contact for a fundraising campaign. Only the minimum amount of data should be kept for specific processing and it must be up to date and accurate. These consents must be stored and kept on record.

Two example consent forms are below.

DATA PRIVACY NOTICE

You should create a data privacy notice for use on your website and for reference for anyone wanting to see a copy.

Some issues such as lists of group members do not need a specific consent, as part of usual chapel management, as an allowance is made within the GDPR for religious not-for-profit bodies and providing it is not disclosed to third parties.

However, if in doubt, it will be best to get a consent form to hold on record.

We as congregations are not significant 'data processors', we don't collect or manipulate or sell/trade data, and so whilst we have to assess our position and may need to collect some consents, it will not be a large task. The key issues will be the impacts on future projects, if we seek to communicate with the wider community on fundraising or campaigning matters, we will need to consider the data protection issues.

[Simple Consent Link](#)

[Fuller Consent Link](#)

Please contact Simon Bland - sbland@unitarian.org.uk for support.