

Dear Father,

Please find below an update on GDPR implementation across the diocese.

Best wishes

Rachel

### **GDPR Implementation**

The General Data Protection Regulation (GDPR) take effect in the UK from Friday 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. As a registered charity in England and Wales, the diocese and all our parishes and other organisations, we must comply with its requirements.

Information and resources are being developed for use across the parishes to help ensure our compliance. They will be circulated over the next few weeks and months along with step by step guides and training. The central services of the Diocese will begin to provide more information regularly via the weekly bulletin and specific GDPR related communication.

### **What to do next?**

Firstly we ask that you start to use your diocesan email for all parish and diocesan business immediately.

Secondly, as noted in previous emails one of the biggest challenges in the implementation of GDPR is the need for a change of mind-set and culture in the way that we handle data. As we move towards greater GDPR compliance, the big question to ask when gathering data is – Do I need this data? And for what purpose?

We have asked a number of parishes to undertake a pilot data audit. This pilot will allow us to consider what data our parishes hold and how this is being used. Once these sample projects have been completed we will be providing support and template documentation as we ask parishes to undertake a data audit. In the meantime you may wish to start thinking about what data you hold and where you keep it.

Beginning to think about these questions now will save time in the long run.

Another simple task that parishes can begin immediately is to ensure that all data is kept securely. This means that electronic data is held on password protected computers and that paper copies are in locked filing cabinets.

### **Diocesan Privacy Notices**

Yesterday the diocesan trustees agreed the diocesan data protection policy and privacy notice. This can be found [here](#).

A link to the diocesan website privacy notice is [here](#). This link should be placed on **ALL** parish websites.

### **Subject Access Requests**

As part of the new regulations, people can request access to information held about them. Such requests are known as 'Subject Access Requests' and there are set timeframes within which we must respond to them. If you receive such requests, don't worry. Please let us know as soon as possible by emailing the 'Data Protection Officer' on [dpo@dioceseofsalford.org.uk](mailto:dpo@dioceseofsalford.org.uk) or telephoning 0161-817 2222.

### **Getting help**

Please be reassured that we are working quickly, in collaboration with our insurers and various advisors on how best we as the Church should respond to this legislation. If you have any urgent issues in advance of our guidance has been issued and training has taken place please contact 'Data Protection Officer' on [dpo@dioceseofsalford.org.uk](mailto:dpo@dioceseofsalford.org.uk) or telephoning 0161-817 2222.

We would like to **remind you that the diocese is the data controller and not individual parishes**. Therefore we ask that you take guidance and training from the diocese not from any outside individual or company.