

Kinross Parish Church SC012555
Implementation of Data Protection Best Practice
Home Working: Ten Top Tips

The nature of volunteering means that many of us hold information relating to church matters at home, either in paper form (eg, district lists) or electronically on our pcs, eg contact lists.

We have a duty to protect people's sensitive personal data. The General Data Protection Regulation (GDPR) came into effect in May 2018. It replaces the existing law on data protection (The Data Protection Act 1998) and gives individuals more rights and protections with regard to how their personal data is used by organisations. Congregations must comply with its requirements: it lays obligations on us to protect our members' personal data. We must take reasonable steps to safeguard this information. Please read the following with reference to any information you hold at home and comply with any points that apply to you.

When working from home we should all be in a position to fulfil the following:

1. Store manual forms of church personal data where it is not readily accessible to those who have no legitimate reason to see it, eg in folders, preferably in a secure place; remember not to leave documents in your printer/ photocopier
2. Electronic databases and manual files should be kept up to date and either archived or purged (there is a shredder in the Church Office); once they are no longer needed, electronic and manual files should be deleted or destroyed
3. Use of USB sticks or similar forms of electronic storage is strongly discouraged and should never be sent in the open postal system unless encrypted; likewise keep manual records safe when in transit in the car, on public transport, etc
4. Computer screens should be password protected and should have a timed lock facility, and positioned so as not to be visible to the casual observer.
5. Word documents and Excel spreadsheets containing personal data should be password protected
6. Please be aware that sensitive personal information, eg about a third party, may be better shared face to face rather than electronically (phone and face-to-face discussions do not need to be secured and deleted). If using email to discuss a third party, anonymise their identity by using initials only
7. Beware forwarding an email trail that may contain personal information in earlier messages; instead consider starting a new email
8. Unless consent has been given, external group emails should be sent BCC (blind carbon copy) so personal email information is not shared
9. The Church of Scotland discourages the use of work email addresses – personal email addresses should be used
10. High-risk personal data should be held in encrypted format (if you feel this applies to you, please speak with the Administration & Communication Team Convener)

The Kinross Parish Church Data Protection document and Privacy Policy were approved by Session in 2016.

Both the Administration and Communication Team Convener (Alice Getley) and the Church Office Coordinator (Margaret Hamblin) are happy to assist with any of the Data Protection guidelines. Further information can be found from the [Church of Scotland Law Department](#).