

HBC CHESTER (the Church)

DATA PROTECTION POLICY

(The General Data Protection Regulation, 2016)

(GDPR)

[Confidentiality agreement for signature by employees and volunteers handling personal data]

For the purposes of the General Data Protection Regulation 2016, the Church's Leadership Team (the Trustees) is the Data Controller.

.....[Name]..... has been appointed by the Trustees as a Data Processor to process the following personal data on their behalf:

.....[nature of data being processed e.g. contact details (parents' and children), sensitive pastoral information etc.].....

For the sole purpose of:

.....[e.g. keeping in touch with families whose child(ren) attend(s) activity, facilitating prayer ministry etc.].....

By signing this document:

1. The Data Processor agrees to ensure that the data:
 - will be held securely at all times and not made available to anyone else without the express permission of the Trustees;
 - will be destroyed once it is no longer needed [*or on a specific date*];
 - will be handed over to the Trustees on request or, if the Data Processor is an employee and ceases to be employed by the Trustees as a Data Processor on their behalf or, if the Data Processor ceases to be a Member of the Church.
2. The Data Processor acknowledges that they will process the data only according to the instructions provided by the Trustees and that they must not process this data for their own purposes.
3. The Data Processor understands that any electronic device used to store or process the personal data must be password or pin-protected or content encrypted and that appropriate firewall measures are in place.

I agree to the above.

Signed:.....(Data Processor) Date:.....