Information Security Policy

> *Other related policies and documents:*
> - Privacy and Data Protection Policy

General policy statement

The King's Church, Wisbech is committed to respecting the privacy of individuals and ensuring the personal information that has been entrusted to us is processed in accordance with the Data Protection Act (DPA) 1998 and General Data Protection Legislation (GDPR) 2018.

We will never share a Data Subject's information with others without their consent.

Definitions used in this policy

Data Subject: the individual whose data we hold or use (eg. A full church member, someone who has attended a course or event, someone who has filled in a card asking to be kept informed about the church and its events). A person becomes responsible for their own data at 13 years of age.

Data Controller: The King's Church, Wisbech (us).

Data Processor: this is any third party which process data on behalf of the Data Controller. (eg. Church Insight website and church management platform (part of Endis Limited)).

Data Protection Lead: a named person within the church whose can be contacted with regard to any data protection matter and who is responsible for gathering and monitoring the relevant consent.

Physical Data

Paper based physical data (ie. forms, paper registers, response cards, letters etc) will be stored securely in a locked filing cabinet in the Church Office in the Octavia View Building in Wisbech. The church rooms themselves are locked and access is restricted.

Any church business paperwork that includes personal details including application forms, attendance registers, response cards etc. will only be held securely at this location. Church paperwork that contains personal information will not be taken home by an individual.

Any paper based data collected during a church activity or event at the Queen Mary Centre should be passed to the Secretary in the first instance, or to an Overseer or Deacon in the second instance, who will then take that documentation to the Church Office at Octavia View.

Electronic Data

Hard Drive

The church Hard Drive that contains personal data as well as other sensitive data is stored in the locked filing cabinet in the Church Office at the Octavia View building. The church rooms themselves are locked and access is restricted.

The Treasurer has an encrypted USB stick which contains personal data necessary for the completion of Gift Aid returns. No other personal information is stored on this USB stick and the information on it will not be used for any other purpose.

Website

Certain sections of our website, including the online Address Book and the Web Office, are only accessible by those with login permissions. This is coupled with specific access to certain groups or teams that an individual is involved in.

Web Office access is only granted to those who are church leaders or who are involved in administration and need the information and functions it provides (eg. Mailing channels). Again access is restricted only to the areas an individual needs.

The Secretary, Data Protection Lead, Webmaster and Overseers have access to the whole Web Office.

Our website (which includes the Web office) is secure and encrypted with SSL encryption.

Email

LCN.com Limited hosts our church email system so email addresses are stored here as well as received and sent email. This is a lot safer and more secure than using domestic email and is encrypted with TLS encryption.

All church business email communications are to be sent from an official church email account which ends with @kingswisbech.org.uk

All those with an official church email account are to be instructed never to disclose another person's email address to someone else (eg. Having a string of addresses in the TO: field of an email). Rather the best option for group email is to use the Web Office Mailing System. Alternatively an official church email account can be used but must only include multiple addresses in the BCC: field and the TO: field is to contain an official church address (even if it is the sender's own official church address).

Church Directory

Data Subjects will be given the choice to opt-in to sharing their personal information in the Church Directory. They can decide to restrict the sharing of their data to just hard copy, electronic address book (accessible only through secure login by website members) or to be ex-directory (where data is stored for church administration purposes, but not shared with others).

Hard Copies

Everyone who explicitly opts-in to sharing their data via this format will also have access to everyone else's data who have also opted-in.

Each Data Subject will be able to select what data is included and what is omitted.

A 'Data Protection Notice' will be printed in the Directory that will state:

- Please take care of the data contained in this Directory. Keep it in a safe and secure place.
- Do not share the information inside this Directory with anyone else before asking permission directly from the person whom the personal data belongs to.
- If you are updating this Directory (getting a new one), please return the old one to the church so it can be disposed of securely.
- If you leave the church, please return this Directory to the church so that it can be disposed of securely.
- Generally: please treat the personal data contained in this Directory how you would want your own personal data to be treated.

Electronic Address Book

Everyone who explicitly opts-in to sharing their data via this format will also have access to everyone else's data who have also opted-in. A person will not have access to the online address book if they have not chosen to join it.

By logging in to 'My Area' of the church website the Data Subject can manage their contact details, make changes, update preferences and select which information you want visible in the address book or not. This can be done by the Data Subject at any time.

They also have the choice of being ex-directory where personal information is stored on the website/church management system to help with administration but will not be visible in the address book.

If a person leaves the church, their access to the website can be restricted so that they can no longer access the personal details of others.