

BUS seminar on 30th April 2018

'GDPR and Good Practice Guidelines for Churches'

Agenda

- 1. Welcome and Introduction**
- 2. Background context and debunking some myths around GDPR**
- 3. Registration with the ICO**
- 4. DP Lead Person/ DP Contact point**
- 5. Data audit and Data security**
- 6. Principles, Privacy Rights and the Legal Bases for Processing**
- 7. Data Protection Policy**
- 8. Privacy Notices**
- 9. Consent**
- 10. Data Breaches**
- 11. SARs**
- 12. Data sharing and Data retention**
- 13. GDPR and Safeguarding**
- 14. Pastoral notes/ minutes/ church publications/ prayer chains**
- 15. Providing relevant training for members, staff and volunteers**
- 16. Video/ live streaming/ podcasts of church services/ sermons.**
- 17. Church event marketing**
- 18. Record keeping and GDPR**
- 19. Where to access further helpful information.**
- 20. Q and A**
- 21. Close**

Templates for churches to tailor to their individual requirements - available on the BUS website

DP policy;

Privacy Notice and Consent - combined form;

Data Breach procedure and forms

SAR procedure;

Useful sources of further information

BUS website: <https://www.scottishbaptist.com/>

BUGB website <https://www.baptist.org.uk/> and particularly their L13 Guidance

ICO free telephone helpline – 0303 123 1113

ICO website - <https://www.ico.org.uk>

Further information re the Information Commissioner's Office

Further information and advice about compliance with the Data Protection Act 1998 and the GDPR can be obtained from: Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF

The ICO provides a free telephone helpline: 0303 123 1113 (Monday to Friday 9-5) as well as a live-chat facility via their website. For more information about contacting the ICO please see <https://ico.org.uk/global/contact-us>

In November 2017 the ICO launched a new telephone service dedicated to small organisations and charities – to find out more see <https://ico.org.uk/global/contact-us/advice-service-for-small-organisations/>

You can also sign up to receive a monthly newsletter by email which contains the latest developments in Data Protection here: <https://ico.org.uk/about-the-ico/news-and-events/e-newsletter/>