

# Cumbria District Data Protection Bulletin 4

## It's that time of year - the annual checklist

Data protection is one aspect of 'people protection', and it's part of our care for people inside the church community and for those outside too. But apart from that, it's a legal requirement as well.

If you have a circuit role, please read 'circuit' as well as 'church', every time I mention 'church' in this bulletin.

Someone in your church should soon be completing the annual data protection checklist, for which the deadline is 31 May 2022. If you hold an office in the church, or you hold any other personal data (e.g. contacts to be invited to an event), you may be asked about the personal data you hold on behalf of the church, such as email addresses.

The annual checklist prompts each church to consider how it is doing with regard to protection of personal data. Carolyn Dickinson, the District Administrator, and I are getting in touch with superintendent ministers, asking them to pass the annual checklist on to churches by 30 April. That gives one month to complete the checklist and send the completed form back to Carolyn. The first check is completion/update of the data mapping form - see Bulletin 3 on

<https://www.cumbriamethodistdistrict.org.uk/resources/gdpr.html>

The checklist, like all our data protection work, relates to personal data we hold on behalf of the church. Every church will have some personal data - see Bulletin 2 on the above link. But the question arises about personal data, such as phone numbers or email addresses, that we hold just because we're friends with someone in the church. Of course, such data is not part of the church's data protection process. But if we hold personal data (such as a pastoral list) *on behalf of the church*, even if it's partly the same data that we hold because we know someone personally, then the existence of the pastoral list (or other personal data) needs to go on the data mapping form and be suitably controlled.



The annual checklist prompts us to think about the **security** of the personal data we hold, which may well be on an electronic device such as a computer or a smart phone. The most basic level of security on our electronic devices is to need a password or PIN in order to use the device. *Do you protect your electronic devices in this way?* In some households, personal data that you hold on behalf of the church could be easily accessed by another member of the household (who may not feel that the same level of security of personal data is required), especially if passwords

or email addresses are shared within the household. Security of personal data can be easily compromised, so please consider what you can do to achieve reasonable security of that information, so that only the person (or persons) within the household who can legitimately hold or use the church data has access to it.

If you have any views on this bulletin, or have any queries about data protection, please do get in touch with me, and I'll see what I can do. The answer may well be available on

<https://www.tmcp.org.uk/about/data-protection>.

**Alec Bounds,**  
**Cumbria District Data Champion,**  
boundsalec@gmail.com

