

# *An Introduction to High Kirk's Data Protection Policy*

## ***Why have it?***

*The law sets down certain requirements for any organisation which handles personal data – it is recognised as “good practice” to have a “Data Protection Policy” to help ensure that these requirements are met.*

## ***What's in it?***

*The policy expands on the reasons why it is needed, the benefits it brings to us, and who it applies to. It sets out what we will, and will not do with the personal data which we handle. As well as setting out “who is responsible for what”, it deals with issues such as confidentiality and security, and our position on transparency, consent, training, and subject access (how “data subjects” can find out what data we have relating to them).*

## ***Who should read it?***

*Leaders of organisations, helpers, staff, and volunteers who deal with personal information must familiarise themselves with the policy. It is important for them to understand it, and ensure that they treat personal information carefully. Members of congregation can examine the policy, and we are confident that when they do, they will be assured that we treat their personal information with the care it deserves.*

## ***Where can I read it?***

*The full policy is available to download from the church web site, and those who do not have internet access can either inspect a copy in the church office, or have a printed copy sent to them on request.*

## ***What if I have questions?***

*If you have any questions about our policy, or suggestions as to how we could improve it, please eMail [office@highkirk.org.uk](mailto:office@highkirk.org.uk) with the subject “Data Protection Policy”, or write to us. We will ensure that the appropriate person replies to your enquiry.*