

Data Protection/GDPR



- General Data Protection Regulation (**GDPR**) becomes law on 25th May 2018
 - Replaces the current Data Protection Laws
- There are big changes which have an impact on organisations, businesses and charities
 - We, as Trustees of Dunblane Cathedral must be aware of these changes and how they affect us
- The ultimate fine for non-compliance by Dunblane Cathedral is €20,000,000.
 - We should be complying, not because of the fine, but because morally and legally we should be doing the “right thing”

Data Protection/GDPR



- Dunblane Cathedral is in a “good place” to manage the changes we need to do
 - We are ahead of many congregations and churches in how we manage our data
 - Our investment in security and our selection of the ChurchDesk system enable us to move forward relatively simply
- The changes detailed are not unmanageable, unwieldy, impractical or incurring additional costs
 - They are simply an acceleration of the overall strategy we have been following
 - They bring good, proven data management techniques into the normal Cathedral operations
 - They maximise the value of our investment decisions we have already made e.g. ChurchDesk
 - They standardise our operating methods, enabling handovers and succession planning to be seamless

GDPR – the Principles



- GDPR states, in the following 6 principles, that personal data be:
 1. processed lawfully, fairly and in a transparent manner in relation to individuals;
 2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
 3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
 4. accurate and, where necessary, kept up to date;
 5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
 6. processed in a manner that ensures appropriate security of the personal data.

We, Dunblane Cathedral, must “be responsible for, and be able to demonstrate, compliance with the principles.”

GDPR – Changes to how we operate



- It is extremely difficult to separate and segregate personal and non-personal data. In the interests of simplicity we will therefore apply these rules to all data:
 - Data to be held on-line and therefore accessible by whoever needs it and is authorised to do so. No data to be held locally on personal computers.
 - Provide the ability to access, change or delete ANY and ALL data, we hold on an individual, on request, within 1 month across the whole of Dunblane Cathedral and its organisations.
 - Ensure we have permission to share personal details with other organisations, where applicable.
 - Have clear accountability of roles for data management across Dunblane Cathedral.

GDPR – Changes to how we operate



- Formally appoint a “**Data Protection Officer**” as recommended by Church of Scotland Law Department
- Have clearly defined and documented processes and accountability as proof of compliance.
- Record exceptions to the above. Finance and Gift Aid are two areas identified where local data is required to be held due to specific software used in these areas.
- Amend and update our procedures based on advice from Church of Scotland Law Department as and when provided.
- If in doubt, refer to the Cathedral’s Data Protection Officer who will advise, and where required record our data and exception handling for audit purposes.

Please refer to handout sheet for more specific details