Handout - Actions for Cathedral Elders and changes to Cathedral Processes for Personal Data

As agreed by the Management Committee, and the Law Department, the following changes need to be implemented:

• **ELDERS** – no Cathedral user data (elder lists, members lists, adherents lists, Cradle Roll, etc.) is to be held on personal computers. Where data is required locally for a specific purpose, it is to be requested from the Roll Keeper, and deleted once the required purpose is complete. This includes email lists. All Cathedral personal data MUST be deleted from the elder's computer.

• **ELDERS** – personal details need to be regularly verified as correct. This will be done during the Review of Giving in 2018, and thereafter as decided by the Kirk Session.

• **ELDERS** – all personal data will be managed solely by the Roll Keeper. Changes – additions /deletions/amendments – are referred to them so they can update the data we hold. Only the Roll Keeper will be able to update the details.

• **CATHEDRAL ORGANISATIONS & COMMITTEES** – no Cathedral user data (members' lists, etc.) is to be held on personal computers. Where data is required locally for a specific purpose, it is to be requested from the Roll Keeper, and deleted once the required purpose is complete. This includes email lists. All Cathedral personal data MUST be deleted from the organisation's computer.

• **CATHEDRAL ORGANISATIONS & COMMITTEES** – where personal data is passed on to another organisation, permission must be explicitly sought from the members.

• **CATHEDRAL ORGANISATIONS & COMMITTEES** – members' details need to be verified as correct on a regular (annual) basis.

• **CATHEDRAL ORGANISATIONS & COMMITTEES** – all personal data changes are referred to the Roll Keeper – no local copies are held

• **FINANCE & GIFT AID TEAMS** – these groups use software packages which require their own copy of personal data to be available. Changes made to the Cathedral Rolls will be informed to the teams so they can maintain the package copies as required. The data is only to be used for the software package, and will not be seen as the master copy for personal data. Backups and copies of the software data must conform to the Cathedral data strategy and GDPR legal requirements.

• **CATHEDRAL OFFICE** – Cathedral user data (elder lists, members lists, adherents lists, Cradle Roll, etc.)will be moved on-line and removed from the Office computer. This includes email lists, so they will be kept current in one central, on-line location, with single accountability for update, but accessible when and where necessary. Where data is required locally for a specific purpose e.g. providing elder visitation lists, it can be downloaded, and subsequently deleted once the required purpose is complete.

• **CATHEDRAL OFFICE** – the current paper records of hall booking requests, and the paper diarised record of bookings must be replaced with the on-line diary system and on-line form bookings requests by May 2018. This will ensure that all bookings and events are clearly visible to all registered users at all times and not just office hours. It also ensures data currently held on paper forms is secure and backed up.

• **ROLL KEEPER** – the Roll Keeper maintains all personal data - all others should only have read access to the data. The Roll Keeper maintains the Cathedral's rolls and non-member/non-adherent data, and makes it available on-line to others in a "read-only" basis.

Chris Wilson - February 2018