



The Catholic Parish of St William of York
York House
4 Brockley Park, Forest Hill, London, SE23 1PS
Tel 020 8690 4549 e-mail: parish@swoy.org.uk

May 2018

Dear Parishioner

Re: General Data Protection Regulations (GDPR)

You may well be aware that the new General Data Protection Regulations come into effect on 25th May 2018. These regulations build upon existing data protection legislation and require all of us to be very much more careful with how we handle personal data. The Archbishop is encouraging everyone to co-operate with these changes.

One of the key things we have been asked to do is to ensure that we have control of personal data. This is defined as any data by which a living person can be identified and includes things like name, address, phone number, email address, bank account details, date of birth, etc. I am extremely grateful to all of you who help with the work of the parish in your own time, but if you have any personal data at home or on a laptop or PC we are being required to deal with it differently going forward. We will contact you separately about the IT solutions that will be implemented to minimise personal data being lost or stolen from a laptop or other device, so for the time being please carry on as normal with these.

We do, however, need to ensure that no paper documents which might contain personal data are being held at home or elsewhere outside of the parish office. This is to try and reduce the risk of any data breaches, for which the parish can be heavily penalised in the future. If you do have any paper documents at home which contain personal data, please can you return them to Mary at the parish office where they will be securely destroyed. Please do not take any copies or destroy anything yourselves as we will be arranging this. Evidence of secure destruction is required to comply with the new legislation. It is important that when you bring any documentation back that you hand it directly either to Mary our parish secretary, rather than say posting it through the door. You will then be asked to sign a declaration to confirm that you have returned it. Please rest assured that this is no reflection on yourself and the good work that you do for the parish, but is also required to comply with the new legislation. Please ensure that you have returned all hardcopy personal records to Mary by **31st May 2018**. We will then securely hold all documentation in the parish office and you will be able to make use of it there, if you need it to fulfil your work for us.

Please note hardcopy paperwork relating to volunteer parish rotas and gift aid processing are exempt from this exercise and fall under legitimate interests.

The new General Data Protection Regulations also mean that, as a Parish, we have to:

- Remind you what personal information we currently hold
- Ask you to confirm that you are in agreement with us holding this information
- Ask you to confirm that you wish to continue to receive notifications by email or post

The information we currently hold on Parishioners is that which was completed as part of the Safeguarding Application and References received; Registration for the current year's Sacramental Programmes (First Holy Communion and Confirmation) Baptism Preparation and Parishioner Database and Card Index records.

For those Groups we currently hold:

Full name (including previous names if any); Date of birth; Address; Telephone number; Email address; As part of our welfare commitment, we may also have details of Next of Kin and family members which some parishioners have provided.

As a Parish, we promise that we will keep this information safe and secure within the Parish for administration and welfare purposes only. We will not sell this information to anyone.

Unless we get a positive response from those whose information we hold, it may become difficult to contact you in the future.

Please reply to Mary at the Parish Office either, by using the strip below or by email to parish@swoy.org.uk , indicating that you agree to us retaining the information as above and continuing to contact you by email or post.

In addition, you are reminded it is strictly forbidden to use photography or live stream services or events in the Church.

Thank you for your co-operation in implementing these new regulations and we greatly appreciate all that you do to support the parish.

Yours sincerely



Fr Tom

I agree to my personal information supplied being retained by the Parish for the purposes stated and that I agree to being contacted by email, telephone or post

Name.....

Address.....

Email

Telephone Nos