

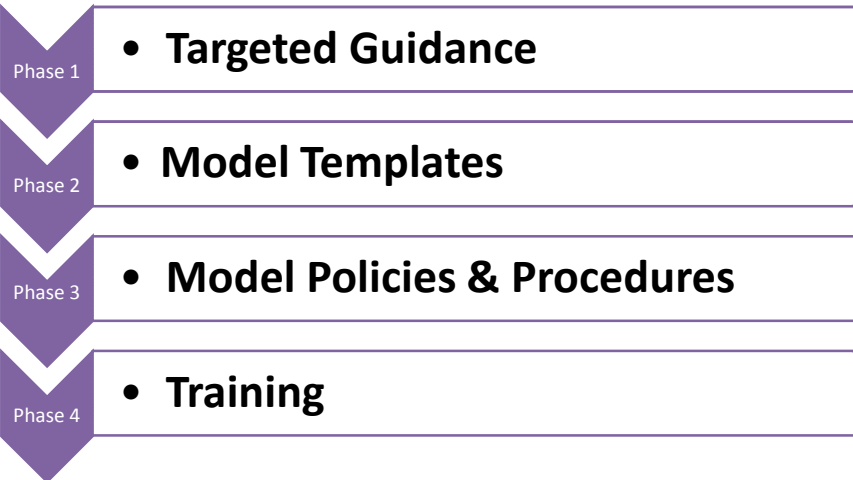
GDPR

**Training Event – Manchester
22nd May 2018**

GDPR

**Resources and
Toolkit**

Targeted & Bespoke Guidance



What is Personal Data?

“personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”



What is Personal Data?

- ✓ Name
- ✓ Address
- ✓ Email Address
- ✓ Telephone Number
- ✓ Photographs
- ✓ Bank Details
- ✓ Credit Card Details
- ✓ Forms of ID and Numbers
- ✓ MAC / IP Address
- ✓ Opinions



What is Personal Data?



The Data Protection Principles

1. Data must be processed *lawfully, fairly* and in a *transparent manner*;
2. Data must be collected for *specified, explicit* and *legitimate* purposes (**Purpose Limitation**);
3. Data must be *Adequate, relevant* and *limited* to what is necessary in relation to the purposes for which they are processed (**Data Minimisation**);
4. Data must be *Accurate* and where necessary *kept up to date* (**Accuracy**);
5. Data must be 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 (**Limited Retention**);
6. Data must be processed in a manner that ensures appropriate *security* of the personal data, including protection against *unauthorised* or *unlawful* processing and against *accidental loss, destruction or damage*, using appropriate technical and organisational measures – (**Security**).

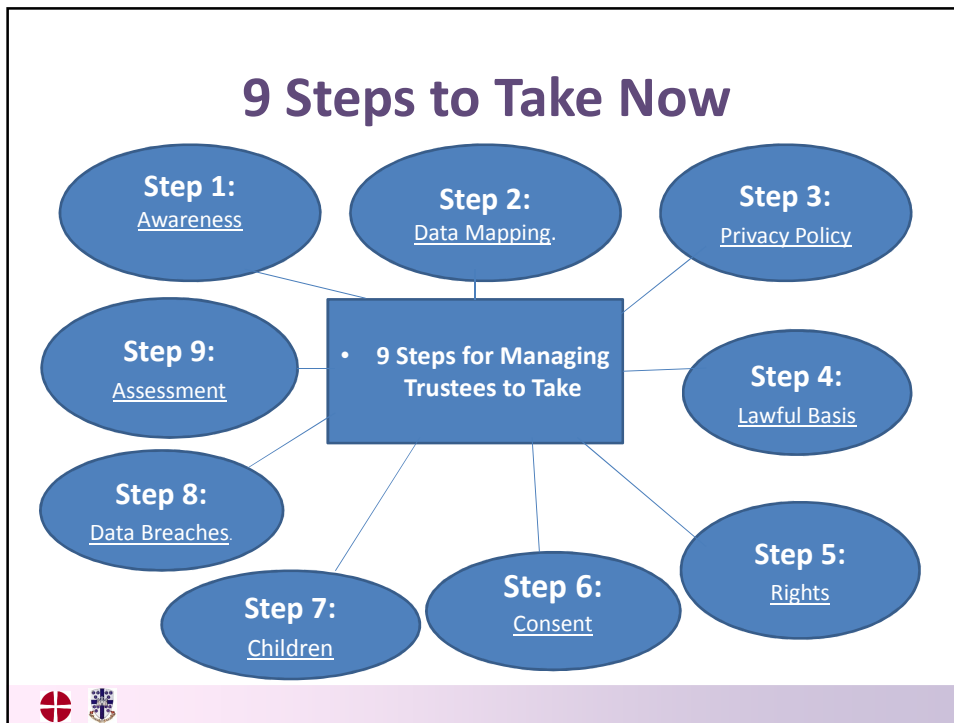


What's on the TMCP Website?

www.tmc.org.uk

- ✓ GDPR at a Glance
- ✓ GDPR Changes at a Glance
- ✓ GDPR Guidance Note
- ✓ 9 Steps to take now
- ✓ 9 Steps Checklist
- ✓ Template Data Mapping Form
- ✓ Template Consent Form (updated)
- ✓ Guidelines on Lawful Basis for Processing Personal Data
- ✓ Data Protection Responsibilities in a Nutshell
- ✓ Who are the Data Controllers and where to get help
- ✓ Data Protection Do's and Don'ts
- ✓ Information on Church Directories
- ✓ GDPR Myth-Buster
- ✓ FAQ's





What's in the Toolkit?



Data Protection Responsibilities in a Nutshell



What's in the Toolkit?

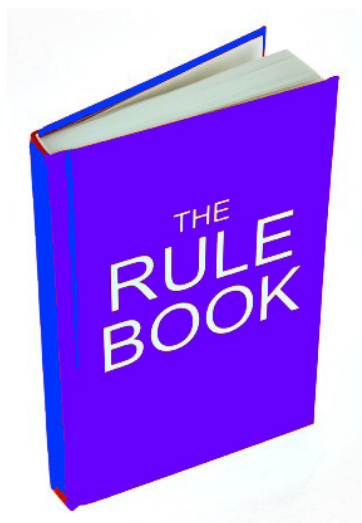


Data Protection Responsibilities in a Nutshell

Overarching Data Protection Policy



Data Protection Policy



Data Protection Policy

*“We’re not looking for perfection,
we’re going to be looking for
commitment.”*

*(Elizabeth Denham, 20th April 2018 in an
interview with the BBC)*



Data Protection Policy

- ✓ Compliance
- ✓ Training
- ✓ Record keeping
- ✓ Security and retention
- ✓ Breach
- ✓ Rights
- ✓ Risk-based approach to Processing



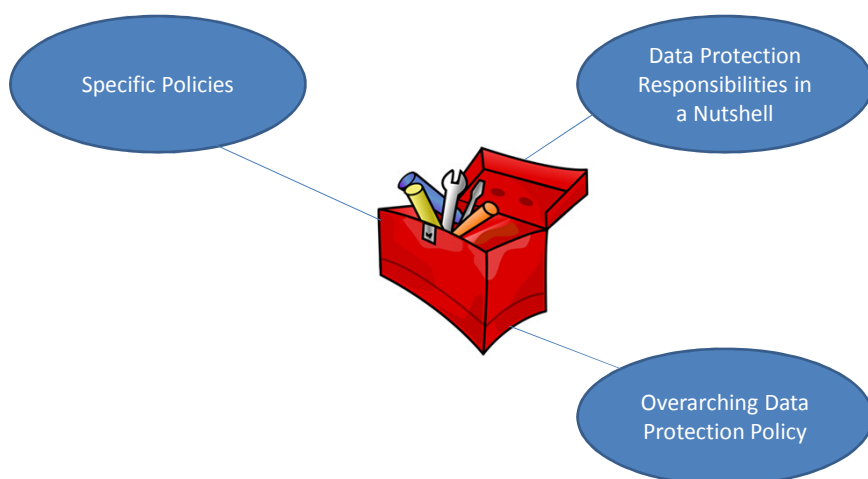
Data Protection Policy

Specifics to the Methodist Church:

- ✓ Consent;
- ✓ Privacy by Design;
- ✓ Fundraising;
- ✓ Sharing Personal Data;



What's in the Toolkit?

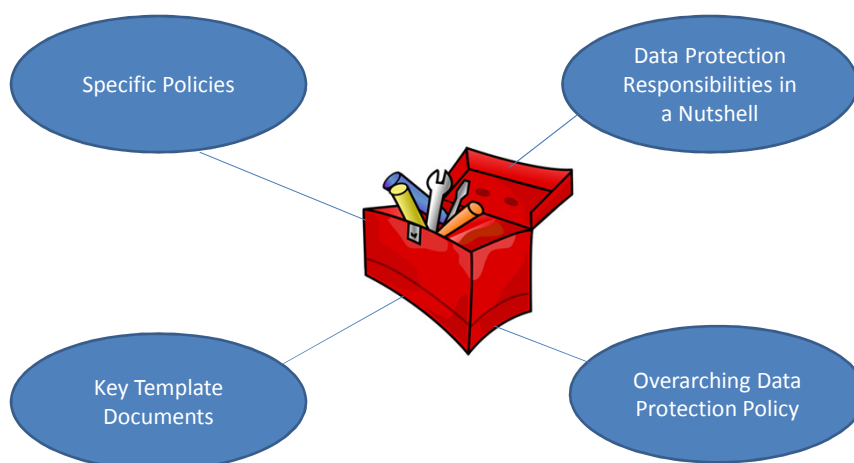


Specific Policies

- ✓ Guidelines on Lawful Basis for Processing Personal Data
- ✓ Privacy Notice
- ✓ Data Security Policy
- ✓ IT Policy
- ✓ Data Subject Access Request Policy
- ✓ Data Retention Policy
- ✓ Data Breach Policy



What's in the Toolkit?



key Template Documents

- ✓ Privacy Notice
- ✓ Breach Register
- ✓ Legal Basis Register
- ✓ Website Privacy Notice
- ✓ Data Mapping Form (already on website)
- ✓ Consent Form (already on website)



Privacy Notice

Transparency:

- What information do you collect?
- Why do you collect that information?



Privacy Notice

Remember the Principles?

1. Data must be processed *lawfully, fairly* and in a *transparent manner*;
2. Data must be collected for *specified, explicit* and *legitimate* purposes (**Purpose Limitation**);



Privacy Notice

1. IMPORTANT INFORMATION AND WHO WE ARE
2. THE DATA WE COLLECT ABOUT YOU
3. HOW IS YOUR PERSONAL DATA COLLECTED
4. HOW WE USE YOUR PERSONAL DATA
5. DISCLOSURES OF YOUR PERSONAL DATA
6. INTERNATIONAL TRANSFERS
7. DATA SECURITY
8. DATA RETENTION
9. YOUR LEGAL RIGHTS
10. GLOSSARY



Questions?