

# DATA PROTECTION

## Advice for Elders



RENFREW NORTH  
PARISH CHURCH

### What is Data Protection?

Data protection is the storage of personal data in a safe and secure manner. As you may be aware, recent changes in data protection legislation, mainly the General Data Protection Regulations (GDPR) enforced on May 25th of this year, the church has been required to make several changes to how we store & process personal data. As a Kirk Session elder with district responsibilities, the data you store on your district has been identified as a source of personal data. As a congregation, it is our responsibility to ensure that this data is stored securely, is accurate and only used for the purpose of church use.

### What does this mean for me?

**It is the responsibility of you as an elder to ensure that the confidential information that you store, in this case your district members details, is stored safely & securely in compliance to the GDPR legislation.**

#### If you store your district **Digitally on a Computer,**

- Ensure that your computer is equipped with a password, and only you as the user can enter that computer.
- Ensure that you are the only person who can access your email account, as all changes to the roll are communicated in this way
- If you share your computer with another person, ensure that the roll is kept either in a password protected folder, or on a separate password protected user account.
- Do not store your district information on USB memory sticks, Portable Hard Drives or CDs.

#### If you store your district **Physically on Paper,**

- Ensure that any confidential data is not stored in plain sight, or in a place where it could easily be misplaced or stolen.
- Consider storing your roll information in a secure container, for example, a lockable cabinet or safe.

*Information stored in your district information is for the sole use of your duties as an elder of Renfrew North Parish Church. Using the information you hold outwith these duties is a breach of the GDPR legislation*

### Want more information?

If you have any questions or are looking for advice on the best practices to store and manage the data you store, please feel free to get in touch using the details below:

**Greig Mitchell**  
Data Protection Officer  
Renfrew North Parish Church of Scotland

Email – [greig@renfrewnorth.org.uk](mailto:greig@renfrewnorth.org.uk)  
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More information about data protection & compliance procedures can be found on the church website at [www.renfrewnorth.org.uk/service-centre/compliance](http://www.renfrewnorth.org.uk/service-centre/compliance)