

PRESBYTERY OF AYR: DATA PROTECTION
ANNUAL REPORTING TO PRESBYTERY OF NON EXEMPT RECORDS HELD
TO BE COMPLETED AND RETURNED TO THE PRESBYTERY CLERK BY 7th JUNE 2016

Every congregation has to adhere to the Data Protection Act 1998 and implement its provisions, however, congregations benefit from a provision in the Act which exempts us, as a not-for-profit organisation, from having to notify the Information Commissioner of records held and processed purely for routine administrative purposes: membership rolls, contact details of Sunday School children and parents, WFO and Gift Aid records etc.

However, not all records normally held by churches are exempt in this way. Congregational Safeguarding records, records for additional activities such as church food banks and any recording of pastoral care or counselling would fall outwith the exemption and will need to be notified to the Presbytery Clerk so that he can make the necessary report to the Information Commissioner. If a congregation has CCTV recording facilities, then this must also be reported. **The Presbytery Clerk does not need to see the records, just to be informed that they exist.**

It is recommended that each congregation identifies a named person responsible for co-ordinating data protection within the congregation and reporting annually to the Presbytery Clerk regarding non-exempt records held.

Please provide contact details for your congregation's named Data Protection person:

Congregation:
 Name:
 Address:
 Telephone number:
 Email address:

Details of all non-exempt records held

Records	Yes/No
Safeguarding	
Food bank	
Recording of details of those in receipt of pastoral care/counselling. <i>(This does not relate to the keeping of a roll and routine pastoral visits by minister/elders. It does relate to records indicating those receiving additional care/counselling i.e. identified as especially vulnerable or delivered by a pastoral care group etc.)</i>	
Do you have CCTV installed on any church buildings?	
Other (please state)	
Other (please state)	

It is also recommended that office bearers view the Church of Scotland Law Department's Data Protection Webinar found at <http://clt-group.adobeconnect.com/p62etoijisy/> (A password is required to view, which is: **cos2014**) and action the action points contained within it, such as putting a Data Protection Policy in place, carrying out a consent exercise for contact data held and conducting risk assessments.