

## North Bradley Baptist Church – Information Security Policy

In this policy “we” / “us” refers to North Bradley Baptist Church, which is the data controller for your personal data.

This policy should be read in conjunction with our Privacy Notice, which is available at [www.nbbc.org.uk](http://www.nbbc.org.uk) or from our Data Protection Officer Phil Taylor (01225 763 583 / [dataprotection@nbbc.org.uk](mailto:dataprotection@nbbc.org.uk)).

As a church we have a legal obligation under Data Protection Legislation to ensure that personal data is “*used in a way which complies with your rights, ensuring appropriate security of the personal data. This will include protection against unauthorised or unlawful processing and against accidental loss, destruction or damage*”.

As mentioned in our Privacy Notice, personal data may be shared internally amongst church officers, ministry leaders or helpers. It is the responsibility of all such individuals within the church to ensure that the data they process is handled responsibly and in accordance with the guidelines of this policy.

As a church, we have put several measures into place to ensure we can comply with these requirements:

- Confidential data in a paper format is kept in a secure, locked environment only accessible by those who are authorised to view it. A “clean desk” policy is encouraged to ensure paperwork containing sensitive personal data is not left unattended.
- Electronic records are kept on a password-protected Cloud Storage device rather than on the hard-drive of personal computers.
- Electronic records will be regularly backed-up on a password-protected USB storage device which is kept in a secure, locked environment.
- All personal computers used for processing confidential data should have suitable virus-protection software installed and be password-protected.
- For transparency, official church-related email communication is sent from an authorised church email address (...@nbbc.org.uk) rather than from a personal email account.
- Appropriate care is taken when typing in email addresses. Where appropriate the “BCC” field is used so as to protect the identity of individual recipients. Group email accounts (such as [members@nbbc.org.uk](mailto:members@nbbc.org.uk)) have been set up to help ensure only the relevant individuals receive communication.
- Official church-related email communication has an electronic signature with information about how individuals can unsubscribe from emails or update their contact details.
- Where appropriate, personal data recorded within meeting minutes is anonymised or pseudonymised.

All breaches of this policy must be reported to the Data Protection Officer.

We reserve the right to change this policy at any time. Where appropriate we will notify data subjects of those changes by mail or email.