

STPAUL'S DORKING

a growing community of grace

St Paul's Church, Dorking

Agreement on use of the Church's personal data

As someone who will have access to and may process the personal data of church members and/or other persons who come into contact with St Paul's Church, I confirm that:

- I am aware that legislation concerning data protection imposes obligations on the Church and those processing data on its behalf;
- I will use this personal data only for the purposes for which the Church has obtained it (as summarised in the Church's privacy notice), and in particular will not use it myself or disclose it to any other party if such use or disclosure would not be consistent with those purposes;
- I will take all reasonable steps to keep the data safe from unauthorised access, including using secure passwords (on *all* devices) and locked cabinets where appropriate, and using 'bcc' rather than 'cc' for e-mails whenever the copied recipients do not need to know the other recipients' e-mail addresses;
- I will draw the attention of any individual from whom I collect data on behalf of the Church to the data privacy notice available on the website and noticeboard;
- I will, without delay, report any data security breach of which I become aware, or any request made by an individual for information about their data held by the Church, to Graham Everness or (if he is unavailable) to reception@stpaulsdorking.org.uk.

Signed:

Name:

Date: