

The Parish of the Good Shepherd
Data Security Policy as at 14 June 2018

THIS IS HOW WE KEEP OUR DATA SECURE: -

All data is shredded when no longer needed.

No information about our parishioners is given out over the phone, in person or by email without their consent.

Data held is kept securely in a locked cabinet or office when not in use.

We will continually conduct secure audits

Inform all staff of the importance of the new GDPR regulations and undertake training when available.

Have a clear and simple policy in place for all staff to understand.