



RUTHERGLEN
UNITED REFORMED CHURCH

DATA PROTECTION POLICY

The Data Protection Act 1998 provides protection for individuals by prohibiting unauthorised processing of personal data. Schedule 1 of the Act sets out the principles of good information handling which must be followed by those who process personal data.

The data should :

- be processed fairly and lawfully
- be obtained only for specified and lawful purposes
- be adequate, relevant and not excessive
- be accurate and kept up to date
- not be kept for longer than is necessary
- be processed in accordance with the rights of the data subjects
- be protected against unauthorised or unlawful processing and accidental loss or damage

Rutherglen United Reformed Church seeks to comply with the requirements of the Data Protection Act 1998 in so far as they affect the Fellowship and will continue to seek to comply with any additional requirements applicable under the said act.

Rutherglen United Reformed Church will do this by implementing the following practices. We will seek :

- To maintain all information, both manual and electronic, in a secure manner
- To control access to information, both manual and electronic and to prevent unauthorised access
- To reduce the risk of human error, theft, fraud and misuse of facilities
- To ensure that data is only provided to individuals or agencies which have a legitimate right to such data
- To ensure that security is built into computerised systems and to maintain the security of software applications and data
- To ensure compliance with statutory criminal and civil obligations including software and data protection requirements
- To ensure that all data held on any individual is accessible to that person on request

Signed :

Date : JUNE 08