

## Information Security Policy

Your personal data is retained by Lifecentral Church until you ask us to remove it or there is a legitimate lawful reason to remove/retain it.

### **Children**

Children, upon reaching the age of 13 (UK law) can choose to remove or change the data we hold on them, unless there is a lawful reason which takes precedence. For example, if we hold vital medical information that would help us to save their life. Activities and trips will still require consent, and contact details of a parent or responsible adult are essential. This paper documentation is held securely by the Nextgen Pastor and the Children's Pastor.

*The mobile phone numbers of any child under 18 will only be held on a Nextgen Leader's phone if permission has been obtained from parent or responsible adult.*

Upon the age of 18, children will be asked to complete our usual adult database form so that they can remain on our database if they so wish and be transferred to the adult module.

### **Sensitive information**

Sensitive information is kept in a locked safe or a locked filing cabinet where only a small specified number of staff know the whereabouts of the keys and can gain access. Care Network Coordinator, a member of staff who manages and secures DBS & Care Network information.

*Sensitive information would be financial records, criminal activity revealed on a DBS check, Care Network information, anything you have asked us to hold confidentially.*

### **Financial information.**

Access to your giving/gift aid data is limited to three people; A former Elder & Accountant, a current Elder and the Finance Officer. Your information is kept on a secure section of the server that is only accessible to them (password protected). The Finance Office is always locked unless one of these officers are working within it. It has a locked safe and filing cabinets which contain all of our paper documents; those already mentioned plus database forms and Membership Agreements, Marriage Registers and associated documentation are kept in the safe.

*Financial information is shared with Accountants, Auditors and with regard to Gift Aid with Elim and HMRC (these details are listed in our **Privacy Policy**)*

The safe is accessible by Finance Officer, Associate Pastor, Administrator and Buildings Manager plus our Marriage Appointed Person as access is needed to Marriage Registers. There are two safe keys, the whereabouts of which are known only by the above mentioned persons.

### **Portable information**

This includes digital records accessible on laptops, mobiles phones, tablets, USB's and external hard drives.

All of the aforementioned are password protected and information is only accessible to trusted staff and volunteers in the restricted measure defined by their roles.

For example, the Elders being the Trustees of our church. By the nature of their trustworthiness and position they can request to see any personal data held by Lifecentral Church.

USB's are not used for personal data.

### **Digital information**

See our Privacy Policy for a list of data processors.

Digital backups through Churchsuite are encrypted and we have their assurance of security.

The location of our server is on the premises. A separate back-up is held securely off-site and its location is known only to relevant staff members and IT volunteers plus we have secure Cloud based storage.

Any loss of Personal data will be reported directly to the Information Commissioners Office.