

Churches Together in Felixstowe (CTiF)

GDPR, Data Protection and Cyber Security Policy

(Adopted to work alongside the CTiF Covenant, Constitution, and Safeguarding Policy)

1. Purpose

In keeping with the Covenant and Constitution of Churches Together in Felixstowe (CTiF), and our shared Christian commitment to act with integrity, dignity, and respect, CTiF is committed to handling all personal data lawfully, securely, and transparently.

This policy sets out how CTiF collects, uses, stores, and protects personal information in support of its mission of unity, prayer, worship, outreach, and service across the churches of Felixstowe.

2. Scope

This policy applies to all CTiF activities,

3. Legal Compliance

CTiF will comply with:

- a) UK General Data Protection Regulation (UK GDPR)
- b) Data Protection Act 2018
- c) Relevant safeguarding and charity good practice guidance
- d) CTiF recognises that personal data must be processed lawfully, fairly, and transparently, and only for legitimate organisational purposes consistent with its constitutional aims.

4. Data Protection Principles

CTiF will ensure that personal data is:

- a) Used lawfully, fairly, and in a transparent manner
- b) Collected for specific and legitimate purposes
- c) Adequate, relevant, and limited to what is necessary
- d) Accurate, kept up to date and reviewed every 5 years.
- e) Stored securely and only for as long as required
- f) Protected against unauthorised access, loss, or misuse

5. Types of Data Held

CTiF may hold limited personal data such as:

- a) Names and contact details of church representatives
- b) Mailing list information
- c) Volunteer and event participation details
- d) Meeting minutes and governance records
- e) Safeguarding-related records (handled in line with the Safeguarding Policy)
- f) Sensitive information will only be recorded where necessary and handled with the highest level of confidentiality.

6. Data Use and Storage

- a) Personal data will only be collected where necessary for meetings, events, governance, safeguarding, communication, and administration.
- b) Information will be kept accurate, relevant, and not excessive.
- c) Digital records will be stored on secure, password-protected systems.
- d) Paper records will be stored securely and accessed only by authorised individuals.
- e) Data will not be sold, shared, or distributed to third parties without consent, unless required for safeguarding, legal, or regulatory reasons.

7. Confidentiality and Information Sharing

All Officers, Steering Group members, representatives, and volunteers must:

- a) Respect the confidentiality of all personal information
- b) Share information only on a need-to-know basis
- c) Handle sensitive matters, including safeguarding concerns, in accordance with the CTiF Safeguarding Policy
- d) Exercise discretion when discussing CTiF business, records, or personal details
- e) Confidential information must not be disclosed informally, publicly, or via unsecured communication channels.

8. Email Communication and Mailing Lists

- a) All group emails sent to registered mailing lists will be issued using BCC (blind carbon copy) to protect personal email addresses and privacy.
- b) Mailing lists will only be used for legitimate CTiF purposes, including meetings, events, prayer updates, and ecumenical communications.
- c) Individuals on the mailing list will be contacted every 5 years to confirm their consent and their wish to remain on the distribution list.
- d) Any request to be removed from a mailing list will be actioned promptly and respectfully.
- e) Contact details will not be shared with external organisations without permission.

9. Cyber Security and Digital Safety

CTiF is committed to maintaining safe and responsible digital practice. This includes:

- a) Using password-protected devices and secure email accounts
- b) Keeping software and devices reasonably up to date
- c) Avoiding the storage of sensitive data on unsecured or personal devices where possible
- d) Exercising caution when using social media, websites, and shared online platforms
- e) Not clicking suspicious links or sharing confidential documents via unsecured systems
- f) Reporting any suspected cyber incident, data breach, or loss of information immediately to the Moderator and Hon Secretary

10. Data Breaches

In the event of a data breach or cyber concern, CTiF will:

- a) Act promptly to contain and assess the breach
- b) Inform the Moderator and relevant Officers immediately
- c) Take appropriate steps to protect affected individuals
- d) Seek advice from relevant authorities where required
- e) Record the breach and actions taken
- f) Serious breaches will be managed in line with UK GDPR guidance and safeguarding procedures where applicable.

11. Roles and Responsibilities

Overall responsibility for data protection and cyber awareness rests with:

- a) The Moderator
- b) The Hon Secretary
- c) The Steering Group
- d) All representatives, volunteers, and those acting on behalf of CTiF share a responsibility to handle information safely, ethically, and in accordance with this policy and the Constitution.

12. Record Keeping and Retention

- a) Records will be kept only for as long as necessary for governance, safeguarding, and organisational purposes.
- b) Outdated or unnecessary data will be securely deleted or destroyed.
- c) Key governance documents (minutes, reports, and constitutional records) will be retained appropriately for organisational continuity.

13. Relationship to Safeguarding

- a) This policy operates alongside the CTiF Safeguarding Policy.
- b) Where safeguarding concerns arise, the sharing of relevant information will take priority and be handled lawfully, sensitively, and on a need-to-know basis to protect children, young people, and adults at risk.

14. Policy Review

This policy will be reviewed annually by the Steering Group at the meeting before the AGM and then ratified at the AGM.

Any updates will be recorded in the minutes and circulated to member churches, ensuring ongoing compliance with legal requirements, good governance, and CTiF's Christian values of trust, unity, and responsible stewardship.

Moderator _____

Date: _____

Safeguarding Office

Jean Macpherson, 27 Queens Road, Felixstowe IP11 7QT

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Date: _____