



Role description for Data Protection Officer

Role: To be appointed by the PCC as Data Protection Officer, to oversee the handling of personal data for All Saints' Church

Role requirements:

To be: To be a person of integrity who seeks to serve in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints through their work

To do:

- To hold the formal status of a Data Controller in respect of personal data handled by All Saints' Church, as defined by the Information Commissioner's Office (ICO) <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/> and General Data Protection Regulation (GDPR) <https://gdpr-info.eu/art-4-gdpr/>
- To liaise with the Incumbent and PCC to make appropriate arrangements for the storage and handling of personal data for All Saints'
- To provide training and relevant advice concerning the data storage and handling arrangements
- To devise and implement policies for the church in respect of the storage and handling of personal data, and to liaise with the Diocese to harmonise said policies with those of the Diocese more generally
- To liaise with the All Saints' Safeguarding team to ensure that the church's data policies are consistent with our Safeguarding responsibilities
- To aim to make All Saints' compliant with the legal requirements of the GDPR, including national derogations and special conditions
- To publicise (e.g., within services and on the newsheet) the responsibilities that All Saints' has under GDPR and other legislation and to encourage members of the congregation to read the related All Saints' policies
- To attend an annual meeting of the Administration Team, for support and supervision by the Incumbent (This includes the Administrator, the Hall Booking Co-ordinator, the Website/Social Media Co-ordinator, the Magazine Editor and the Electoral Roll Officer)
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Incumbent

Agreement: I agree to hold the position of Electoral Roll officer, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____ Form approved June 2018