



CATHEDRAL
ISLE OF MAN

Data Protection Policy

Cathedral Isle of Man, a partnership of:

- St German's Cathedral *
- The Cathedral Quarter Trust (CQT)
- The St German's Cathedral Foundation for Music and the Arts (FMA)

Adopted
by ✓

* St German's Cathedral is legally a sub-Committee of the PCC of the Parish of the West Coast. It is hoped that under new governance arrangements a new 'Cathedral Chapter' will become the legal authority governing St German's Cathedral.

Date Last Reviewed: February 2019

Frequency of Review Recommended: Annually

General Data Protection Regulation (GDPR)

What is GDPR?

It stands for General Data Protection Regulation, which is an EU Law. The Isle of Man implemented the GDPR into its law so that it could continue to do business with EU countries after 25 May 2018.

GDPR was implemented in the Isle of Man using an order made under a new Data Protection Act 2018 – and new data protection provisions are in a set of regulations that set out all the data protection procedures and powers of the Information Commissioner. These were previously in the Data Protection Act 2002.

How does it affect me – in the Isle of Man?

The new law gives you enhanced rights, so making a request for your own data is quicker and free of charge. It also includes types of data that would not have been included under old law.

The new law means that you will be notified if there is a failure by an organisation which means that your data was lost or exposed, and where such actions cause you damage or loss.

It means that organisations – in the public and private sector - will need to make sure that their policies and procedures are up to date, that they are lawfully able to process your data and that they must look after the data that they collect.

Organisations will need to make sure that they comply with the law and show that they are doing so. They must also be transparent, telling you how and why they are processing your data and for how long they will keep it.

The Dean/Vicar, Churchwardens and Officers of St German's Cathedral are committed to being open and transparent as to why they hold data on you and what it is used for. Data that we hold may include your name and address, date of birth, telephone contact details, e-mail address and these should only be used for the purposes that you have agreed to let us use them.

You can request that your details be removed from our records at any time.

Requests for information

You can make a request to find out what information the Dean/Vicar, Churchwardens and Officers holds about you by writing to the Dean/Vicar and Churchwardens c/o the Cathedral Office, Albany Road, Peel, IM5 1JS or by emailing admin@cathedral.im. By law, you must receive a response to your query within 28 days or sooner. You can request that your details be removed from our records at any time.

We request that you read the statement overleaf carefully and put a tick ✓ alongside the type of information you want us to use your data for and confirm your consent and acceptance by signing and returning it to us. This will then enable us to accurately and precisely update your personal information using only true accurate data that you have supplied and also assist us to comply with the new data protection legislation.

Cont./

The information is held electronically in the Cathedral office, and on Staff/Officers computers. All information supplied to us in any of the categories listed is strictly and absolutely for our own internal use and is not shared with, or distributed to any third parties. Nor is it given to any other member of staff/congregation without your prior consent. Such information is used purely to facilitate communicating with you in a secure and efficient manner.

I confirm that I am happy for the Dean/Vicar and Churchwardens and Officers of St German's Cathedral to hold my personal details and to use that information to keep me informed and to contact me about the items that I have ticked ✓ and FOR NO OTHER REASON. I understand that I can ask you to remove my details at any time.

- Churchwardens
- Day Chaplains
- Electoral Roll
- Facebook (Cathedral Isle of Man)
- Finance
- Fundraising events
- Fundraising appeals
- 'General' Parish emails asking for help/letting you know about things that are happening
- Hospitality
- Key Holders List
- Liturgy Rota
- Local Cathedral Council
- Link
- Morning and Evening Prayer Rota
- Staff Meetings
- Stewardship Letters
- Volunteering at the Cathedral
- Website (Cathedral Isle of Man)
- 'Welcomers' Rota

Signed.....

Dated.....

Print Name