

GDPR Top Tips for Parishes

When processing personal data, you should be aware of:

1 **Why you are collecting personal data**

2 **The existing *personal data* you hold**
(e.g. name, contact details, age, etc.)

3 **Special categories of personal data, i.e. sensitive data**
(Religious belief, medical information, political belief, sexual orientation, etc.)

4 **How you process data**
(Retention, storage and destruction of data)

5 **Processing data lawfully, fairly and with legitimate reason to do so**

6 **With whom you can share personal data**
(Data may be used for the purpose for which it was obtained)

7 **How long personal data can be retained**
(Refer to your local policy and procedures)

8 **An individual's right to their personal data**

9 **The Diocesan Complaints Procedure** *(should an individual wish to complain about how their data is being dealt with)*

10 **The general Diocesan Privacy Notice**
(www.downandconnorsafeguarding.com/privacy-notices)



**Safeguarding
Office**

CATHOLIC DIOCESE OF DOWN AND CONNOR