EPIPHANY GROUP
rooted in the Ignatian tradition

Summary of Data Protection Guidelines

To comply with UK General Data Protection Regulation (UK GDPR), we are obliged to protect the personal data of anyone we are in contact with as part of our accompaniment ministry, the events we organise and the courses we offer. The table below summarises our key responsibilities in this area.

Question or issue	Actions we must take

What data?	• Know **what personal data** we hold. This will include
	  o names and contact details of those we liaise with in our ministry
	  o safeguarding confidentiality agreements signed by our directees.
	• Be **open and honest** about our use of data and a person's **right to access** it.

Why do we hold the data?	• Ensure that people **consent** to our use of their data. • Only collect the personal data that we need to use.
How accurate?	• Check that personal data is **accurate** and **up-to-date**.

How long do we hold the data for?	• Make it clear **how long** we will hold the data. This may vary with different aspects of our ministry.
	• **Review** the data we hold
	  o at least annually
	  o at the end of a spiritual accompaniment or supervision relationship
	  o at the end of any organised retreats or courses.
	• **Delete** data once it is no longer needed, unless people have consented to be on an active mailing list.

How safe is the data?	• **Protect computers, tablets and mobile phones** with passwords or biometric access. Change these passwords on a regular basis. • **Install anti-virus software and keep it up-to-date** e.g. Avast, Bitdefender, AVG, Norton. See our Data Protection webpage for links to free versions. • **Delete data, including backup versions and emails**, once these are no longer needed and empty the trash folder regularly. • **Password-protect** online files containing personal data, if these need to be circulated within the Epiphany Group. • **Always use "bcc" when sending emails to groups of people.** • **Place paper documents in lockable storage** and securely destroy them (for instance, by shredding) after required length of time.
What to do when data is lost, stolen or destroyed	• **Alert the Epiphany Group Leadership Team** (EG LT) as soon as possible. • Identify the **types of data** involved and **alert those affected** by the breach. • **Change** and strengthen your online logins, passwords and security. • The EG LT will **review** whether the incident needs to be reported to the ICO.

View our Data Protection webpage for our EG Privacy Notice and for data housekeeping resources.

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