



## **DATA PROTECTION GUIDELINES FOR USE OF PERSONAL COMPUTERS AND MOBILE TELEPHONES**

The use of personal computers and mobile telephones for church use must be approved by the Data Protection Trustee.

In order to comply with the requirements of the General Data Protection Regulations, if you use your computer or mobile telephone for church use you follow these guidelines:

- Your computer must be protected by a password which is known only by yourself.
- You do not share any personal information with anyone else.
- Data is not stored for longer than necessary - please see the church Data Retention Statement for further information.
- If you no longer fulfil the role for which you have permission to use your computer or mobile telephone, all information held must be passed to the Data Protection Trustee and must then be deleted from your device.