**Catholic Syro-Malabar Eparchy of Great Britain and its compliance on UK Data Protection Legislative Requirements – UK GDPR/DPA 2018**

"Be on guard for yourselves and for all the flock” (Acts 20:28)

Organisations that are based in the UK (including business entities, public authorities, voluntary organisations, charities etc.) are required to comply with UK Data Protection laws if they collect and process personal data of others as part of their functions/services. In the UK individual’s privacy rights are protected mainly through two legislative laws, i.e. the UK General Data Protection Regulation (UK GDPR) and Data Protect Act (DPA) 2018.

Regulated by the Information Commissioners’ Office (ICO) in the UK, the UK GDPR/DPA 2018 aim to govern and implement the rules around personal data and requires organisations to be more transparent and accountable. The Catholic Syro-Malabar Eparchy is a legal entity as a registered charity in the UK and it complies with the data protection requirements of the UK. As part of its compliance, the Eparchy has put in place a comprehensive DP framework that includes, the data protection policies, procedures, organisational frameworks etc.

In order to collect and process personal data of its members, the Eparchy will rely on a suitable legal basis under UK GDPR. The Eparchy mostly relies on explicit consent, legitimate interest criteria or other suitable legal basis to collect, hold and process special category data of others. More details on how the Catholic Eparchy collects and processes personal data/special category data can be found on the Eparchial **Privacy Notice** which is accessible through its website.

There is also requirements from records management side for the Eparchy to comply as the personal data it collects must be kept in a safe environment, access restricted to authorised/role based individuals only, until its destruction as per the required retention schedules. Records must be destroyed securely by shredding when they are no longer required or necessary for the purpose for which the information was obtained. Regular back-up procedures must be in place for information stored on computer servers on the networks, and back-up disks must be kept at a separate location and under lock and key.

It is in this context that the clergy, staff and volunteers of the Eparchy, who are involved in the Processing of Personal Data held by the Eparchy, have a duty to protect the data that they process and must comply with the data protection policies of the Eparchy. As part of its compliance, the Eparchy will ensure that the Data Subject is provided with a **Privacy Notice** (made available on the website), informing of what data is being collected, processed and for what purpose(s). The Eparchy will take steps to ensure the accuracy of data at the point of collection and at regular intervals thereafter, including advising Data Subjects of their right in exercising their individual rights.

In order to advice and oversee the smooth implementation of data protection requirements within the Eparchy and its Missions, a data protection commission has been set up. The commission consists of subject matter experts with an approved Terms of Reference as its remit at its core. The commission meets regularly and advices the Eparchy on matters of data protection. Further information on matters of data protection and the required frameworks in place throughout the Eparchial foot prints, can be available through the Eparchial website on <https://eparchyofgreatbritain.org/>

==================================================