

# GDPR EMPLOYER

## FAQs

### Church of England pensions

July 2018

We take compliance with GDPR very seriously, and we expect employers using our schemes do so as well.

As we cannot always answer detailed questions or complete surveys, this 'FAQ' should help. If you can't find the answer you need, please get in touch with us.



#### IS THE PENSIONS BOARD A DATA PROCESSOR OR DATA CONTROLLER?

We act as data controller and processor for the data we hold about our members. The reasons for this are:

- We have a high degree of autonomy and responsibility over the personal data we hold. We decide what personal data we collect, why we collect it and how we process it - all to meet our legal responsibility to administer our schemes.
- We are responsible for the personal data we receive, including destroying, adapting, altering, storing it.
- Several hundred Church organisations use our schemes, and if each could dictate how we should process personal data and impose restrictions we would struggle to administer our schemes in line with pension regulations. We need freedom to decide how we process personal data to meet our responsibilities.



#### IS THE PENSIONS BOARD COMPLIANT WITH GDPR?

As we complied with the previous Data Protection Act and many of those principles still apply under GDPR, we automatically comply with large parts of GDPR.

To meet fully our GDPR requirements, we need to change parts of our admin processes, systems and contracts with our third-party processors. We are still working on this.

The Information Commissioner's Office expects organisations to be compliant by 25 May 2018, or as soon as possible after this. We have a plan in place to be compliant soon.



## WILL THE PENSIONS BOARD BE AUDITED FOR GDPR COMPLIANCE?

The National Church Institutions, of which the Pensions Board is one, have agreed in principle that they will be subject to a GDPR audit. How and when this will happen hasn't been decided but is likely to take place in late 2018.



## HOW DO YOU KEEP DATA SECURE?

We keep personal data electronically on our admin system. We don't keep hard copies.

Access to our admin system first requires specific username and password access to our IT network. Once on our network, the user needs another username and password to access our admin system. Once on the system, all activity leaves a permanent audit trail.

We are starting a two-step authentication process shortly for anyone working remotely.



## CAN YOU RELY ON THIRD PARTIES TO KEEP DATA SECURE?

We ask all our third parties for copies of their information security policies and whether they comply with relevant data security standards, such as ISO27001. All of them do.



## DO YOU SHARE INFORMATION WITH OTHER CHURCH INSTITUTIONS?

We only share personal data if we have an operational need to, such as meeting our legal obligations. We can only share personal data within the Church more widely with the data subjects consent.



## HOW DO YOU ENSURE PERSONAL DATA REMAINS ACCURATE?

Maintaining accurate data is "business as usual" for us and is not brought about by GDPR. We upload data to our system and check it against our existing data. We check anything that looks incorrect, but we also rely on members and employers sending accurate data.



## WHAT IS YOUR RETENTION POLICY?

Our policy is to retain personal data for 10 years after:

- the last beneficiary (which may be a member's husband, wife, civil partner or dependent) has died, or,
- their normal pension date, if the member transfers out before or at retirement.



## WHO WILL BE LIABLE IF THERE IS A DATA BREACH?

Data breaches can take many forms and we will only accept liability for cases where we are at fault. If, for example, an employer decides to send personal data to us in an insecure way which is intercepted, we would not accept liability.

✉ pensions@churchofengland.org

☎ 0207 898 1802



## HAVE YOUR STAFF RECEIVED GDPR TRAINING?

All our staff completed an online GDPR training course before 25 May and will have refresher courses every year. GDPR training is mandatory for new staff.



## HOW WILL YOU DEAL WITH DATA SUBJECT RIGHTS?

We are in the process of putting in place procedures around data subject rights, some of which will require changes to our admin system. We will train staff on these new processes.

We will consider any duty we may have to a Church organisation when a data subject exercises their rights, but it is only likely to be appropriate where the data subject is a current employee and then it will depend on the rights they want to exercise.



## HAVE YOU UPDATED YOUR PRIVACY NOTICE?

Yes, you can find a copy of our full privacy notice at [www.churchofenland.org/more/pensions](http://www.churchofenland.org/more/pensions)



## WHAT HELP CAN YOU PROVIDE TO CHURCH EMPLOYERS FOR GDPR?

With several hundred employers we don't have the time or resources to help individual employers with GDPR. However, the NCIs provide some guidance for the wider Church, which has received positive feedback, at [www.parishresources.org.uk/gdpr/](http://www.parishresources.org.uk/gdpr/)