Addressee Name

Address

Date

Dear [name}

**Committee Membership**

Thank you for agreeing to serve on the Synod’s (Insert name of Committee) Committee. The ongoing work of the Synod depends on people such as yourself who give generously of their time and talents.

In the course of your duties as a committee member you may:

* receive papers and documents which contain personal data (some of which may be sensitive) by hand, post, or electronically;
* become aware of confidential information through correspondence, discussion or at meetings .

In order to protect privacy and personal information in line with the General Data Protection Regulations 1998, we require your undertaking that you will:

* provide the Synod with a password protected email address to which **only you** have access;
* ensure that any PC or other device you use is protected by up to date software which will guard against unauthorised access;
* not disclose any personal information about a third party to anyone;
* keep papers, and any other documents containing confidential information secure and inaccessible to others;
* delete papers, emails, and any other documents containing personal information as soon as they are no longer needed;
* destroy securely any paperwork, emails or any other data which is no longer needed.

At the end of your term of office you will be asked to sign a declaration that you have destroyed or returned all papers and emails containing personal or confidential information.

We understand that this may seem onerous, but are sure that you understand our legal requirement to respect privacy and protect confidentiality.

Thank you once again for your willingness to support the work of the synod.

Yours sincerely

Name

On behalf of the Synod Executive/ Moderator/ Clerk (select as appropriate)

**Declaration**

I,……………………………………………………………………………….(full name) understand the requirement to protect privacy and personal information as set out in the General Data Protection Regulations 2016 and agree to the undertakings listed above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |