

Manresa Link GDPR Guidance 2018

Manresa Link itself

The Data collected about Manresa Link members, appears to be fully covered under the new General Data Protection Regulations (GDPR) effective from 28 May 2018. This includes accessibility of agreed contact details to all members, all communication with members about RIDIs, further training, quiet days, the bi-annual meetings and information about related events . But members are reminded that they can ask for their details to be removed from our database and all records at any time.

When engaged in spiritual/prayer accompaniment/guiding

If you organise a RIDL, or any other form of retreat or spiritual accompaniment (including spiritual direction), then YOU are required to act in accordance with GDPR. The days of jotting down details and keeping them unprotected are past!

This applies whether you act “in your capacity as a member of Manresa Link” or as a private individual.

The moment that you start to record personal data about people (e.g. names, email addresses etc) then you need to ensure that the way you gather and record that data is GDPR compliant.

If the information you gather is from people who are not already Manresa Link members, then your request for their information has to accompany a statement about:

- a) the reason for requesting it
- b) how that information will be used
- c) who will have access to it and why
- d) that it won't be shared with anyone else outside of b)
- e) that it can be removed on request

And you need to gather evidenced consent to all of this from each individual.

If you organise courses or other events within Manresa Link, you don't need to obtain consent, because that has already been given by all members, but you still need to manage the data as shown below.

Whoever your target audience is, whether current Manresa Link members or not, when you store that information

- a) if it is stored on a computer it must be in a password protected file and must be backed up.
- b) If it is stored as a paper document, that document must be kept in a locked drawer/safe/filing cabinet.

If you carry out any of the above activities “in your capacity as a member of Manresa Link” then it is an expectation that you will follow the procedures outlined. If you do not do so, then you will not be covered by any insurance that Manresa Link takes out.

If you carry out any of the above activities in your own name, you are still bound by GDPR regulations, and you are advised to follow all guidelines to avoid the risk of personal prosecution.

After the event

If you collected personal data for a specific event (RIDL, retreat, spiritual direction etc) then when that specific event ends, you must destroy any data/records that could identify individuals, unless they give evidenced permission to retain it.

Fines for breach of GDPR are tending to be astronomical!