



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

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TO ALL BODIES OF ELDERS

Dear Brothers:

## DATA PROTECTION

Data protection legislation imposes important obligations on persons who record or process personal data. The Publisher's Record Card, disciplinary matters, financial matters, and recommendations and deletions all involve the recording or processing of personal data. Please DO NOT disclose confidential information to unauthorised persons. You might find it beneficial to review our letter To All Bodies of Elders of December 1, 2000 in this context— See in particular pages 1, 2 and 8 D.

Please note the following important direction when recording or processing personal data:

- (i) Only act on instructions that have been or are issued by the branch office;
- (ii) Ensure that the data are kept secure, in particular that data of a highly confidential nature are kept either in a safe or locked compartment of similar security to a safe;
- (iii) Allow access to the data only by those authorised in branch office directives, such as the Circuit Overseer;
- (iv) Ensure that persons who have access to the data are properly instructed not to make any unauthorised or unlawful disclosures.

For the visit of the circuit overseer a new S-2 form will be provided which has been slightly amended to remind those processing data of their responsibilities. In this way we hope to comply with the requirements of Caesar's law (Romans 13:1-3) so that the "more important things" can be given proper attention.—Philippians 1:10.

Elders bear a heavy responsibility in ministering to the needs of the Christian congregation and observing confidentiality as they do so. (1 Corinthians 6:13) We trust that this information will help you carry this burden. May we express our warm Christian love and best wishes.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN