

ADDENDUM TO “SHEPHERD THE FLOCK OF GOD”—1 PETER 5:2

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INTRODUCTION

1. This document is designed to be used in conjunction with “*Shepherd the Flock of God*”—1 Peter 5:2. It contains direction that applies specifically to the Britain branch territory. We encourage each elder to make appropriate notes in his personal copy of the Shepherd book directing attention to this document. If an elder is deleted for reasons other than moving to another congregation with a favourable recommendation, any electronic copies of *Shepherd Addendum* in his possession should be deleted.

BRANCH OFFICE’S AFTER-HOURS EMERGENCY TELEPHONE NUMBER

2. The branch office’s after-hours emergency telephone number is 020 3053 3470. Please keep in mind that this telephone number should only be used after the regular office hours and only in cases of an actual emergency. This telephone number is for elders only and should not be given to other individuals in the congregation.—For direction on when it would be appropriate to use this after-hours number, see *Shepherd*, chapter 21, paragraph 30.

CORRESPONDENCE AND RECORDS

3. Data protection laws give individuals the legal right to request access to, rectification, or erasure of their personal data held by the congregation. Such requests can be made in writing or orally. Contact the Legal Department immediately whenever the body of elders receives any such request.

4. Contact the Legal Department immediately if personal information relating to congregation members is lost or compromised. For example, this could include letters of introduction sent to the wrong recipient, or loss or theft of a key to the congregation’s confidential files.

5. The body of elders may decide whether to retain *Congregation’s Publisher Record* (S-21) electronically or in printed form. (See *Shepherd*, chapter 22, paragraph 12.) The local arrangements for handling congregation files and territory should comply with applicable data protection laws.—See *Instructions for Use of Personal Data* (S-291).

6. Publishers should carry out all aspects of their personal ministry in harmony with applicable data protection laws. (Rom. 13:1) This includes not collecting personal data or maintaining records that contain a person’s name, address, language, ethnicity, and so forth. It also includes not recording addresses where no one is at home. A publisher can cultivate interest by providing his contact information and arranging for a return visit or Bible study, by directing the interested person to the nearest congregation meeting, or by

directing the person to jw.org. If a householder requests no further visits be made at his home, a note of the date and address only may be placed in the *Territory Map Card* (S-12) and marked as a “do-not-call.”

7. A *Territory Map Card* used for group and personal territory should not include personal data, such as a list of addresses of householders who speak a particular language. When two or more congregations preach in the same neighbourhoods, the service overseers in these congregations should communicate to work out a mutually acceptable system of covering the territory that does not involve maintaining records that contain the personal data of householders. To assist publishers to thoroughly search out ‘deserving ones,’ individual territories used for house-to-house work may be reduced in size.—Matt. 10:11.

PRISONS

8. There is specific direction for visiting prisons and similar facilities in our branch territory. When questions arise, please contact the Preaching Needs Desk in the Service Department.—See *Shepherd*, chapter 28.

UNDOCUMENTED ALIENS

9. UK Visas & Immigration (UKVI) in the United Kingdom and the International Protection Office (IPO) in the Republic of Ireland handle requests from undocumented aliens to remain in the country. Permission to be in these countries has to be sought from UKVI or the IPO respectively. How can the elders determine whether a publisher has petitioned or is actually petitioning for legal residency? The document(s) he should be able to show include anything from UKVI or the IPO, which is generally self-explanatory. When questions concerning undocumented aliens arise in other countries in the Britain branch territory, contact the branch office for advice.—For additional direction on this topic, see *Shepherd*, chapter 29, paragraphs 3-7.

WEDDINGS

10. Legal requirements for registering Kingdom Halls and individuals for solemnizing marriages vary from country to country. When questions arise, please contact the branch office.—See *Shepherd*, chapter 27, paragraphs 2-3.