



DATA PRIVACY STATEMENT

Immanuel United Reformed Church, Swindon Formally adopted by the Church Meeting 9th February 2020

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The eldership (serving elders) of Immanuel United Reformed Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The eldership of Immanuel United Reformed Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records and facilitate oversight and pastoral care of members and associates;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage volunteers, contractors and service providers to the church;
- to administer the hiring out of the church premises;
- to obtain DBS disclosures for church/congregation members who require them;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church to carry out their functions appropriately.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent; or Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Note	Retention Period
Membership rolls	Names only	Indefinitely
Members, associates and friends contact details	Name, address, tel n ^o .	Reviewed annually and personal details removed when contact ceases.
Young Immanuel contacts	Name, d.o.b. address	Reviewed annually and personal details removed when contact ceases.
Cradle roll	Name address	Indefinitely
Gift aid declarations and paperwork	As required by tax authorities	6 years after the tax year to which it relates, but initial declarations may be retained for a longer period, as required by tax authorities.
Registers of marriage		As required by the Registrar General
Register of baptisms	Name / address	Indefinitely
Personal data relating to events for which additional information is gathered eg Church outings	Name / address	Disposed of immediately after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
Personal data for the preparation of rotas	e.g. readers and prayer rotas, stewards' rotas, rotas for tea/coffee etc	Reviewed annually and personal data for those no longer on the rota disposed of.
Personal data for contacting members of committees and other church groups	Held by secretary of the committee/group; committee/group members in some cases	Reviewed annually and personal data for those no longer on the committee disposed of; data of those no longer associated with the group disposed of when contact ceases.
Personal data (contact details) of families of deceased whose funeral was at Immanuel	Names & addresses	24 months
Records of attendance of children/young people and helpers		Indefinitely for safeguarding purposes
Photographs and videos of events		Up to 36 months after the event – but selected items retained indefinitely for historical records
Insurance records		Indefinitely
Safeguarding matters		Indefinitely or until advised otherwise by authorities
Accident books		Indefinitely (in case of retrospective insurance claims)

Record Type	Note	Retention Period
Complaints (non-safeguarding)		Record of complaint and processing held indefinitely in records of Elders' meeting.
Minute books/files		Indefinitely; transferred to county records after 7 years
Visitors books		Indefinitely
Details of preachers	Name + contact details	Reviewed annually and contact data on retired preachers removed
Prayer requests	should not include surnames or contact details	Written requests for prayers will be destroyed immediately following the service/ meeting.
Premises letting records	Name /contact details	6 years after the year to which it relates

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Immanuel United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Immanuel United Reformed Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Immanuel United Reformed Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office (see below for contact details).

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary at immchurchsec@gmail.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Elders

Immanuel United Reformed Church

November 2019