

General Data Protection Regulation: DATA PRIVACY NOTICE

DRAFT Hasbury Christian Fellowship

Introduction: What is this all about?

The EU (and UK) law relating to data protection is changing on 25th May 2018: the new laws are known as GDPR (General Data Protection Regulation) and they are mandatory for ALL organisations that hold any personal data, including churches.

1. Your personal data – what is it?

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 controllers: Who/ what are we?

A sub-group of the Church Council (consisting of Jeremy Howell, Joy Howell, Nick Lawrence, Heather Lawrence and Linda Weller) 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 Church Council of HCF 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 may use your personal data for the following purposes: -

- To administer Church contact lists;
- To promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Hasbury Christian Fellowship or forwarding information from other local church events that we think you may be interested in;
- To ensure that your contact details are available in case of an emergency.

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

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and process your gift aid donations where applicable.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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.

(the data subject is anyone about whom personal data is held. Under 18s need explicit consent from their guardian. 13 – 18s also need to give their own consent in the UK.)*

5. Sharing your 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 never share your data with third parties outside of the church without your consent.

6. How long do we keep your personal data and how is it stored?

Your data is kept electronically in a secure way. The sub-group have access to all of this data. Data

relating to a specific event or activity will also be available to the main leader(s) of the activity (e.g. A named Campaigner leader will have access to Campaigner data but not to all other data).

Paper copies of ALL emergency contact details (for children and adults) will be kept in a locked filing cabinet in the locked office. *(NB Office keys are held by all Church Council (CC) members and other activity leaders that need one for a specific purpose. CC members and activity leaders will have access to the filing cabinet key.)*

During an activity involving under 18s emergency data will be in a place where all DBS leaders can get access to it but returned to the filing cabinet at the end of the activity.

In the mini-bus and/ or for activities off-site emergency contact details for all passengers under 18 will be carried by the driver and/ or co-driver. They will never be left in the minibus unattended. When carrying adults it is the decision of the adults involved as to who will look after emergency contact details but they should always be available in the event of a major emergency.

Paper copies of other data will be kept for a maximum of 12 months and will be securely destroyed when that person is added to the electronic system.

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 your personal data which the sub group of the Church Council holds about you;
- The right to request that the sub-group corrects any (of your) 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 the sub-group 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 the data subject (you) with his/her (your) personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];*
- 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, (where applicable) *[Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];*
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 or complaints please in the first instance contact Jeremy or Joy Howell on 0121 501 2851 or j.howell@hasbury.com . (Or another member of the sub-group mentioned above.)

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.