



DATA PRIVACY STATEMENT

Witham United Reformed Church, Newland Street, Witham

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 (made up of the current serving elders, the Children & Youth Pastor and ministers of word and sacrament) of Witham 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 Witham 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 and attendance records and to provide aggregated statistical data;
- to provide pastoral support for those people connected with our church whether members or regular attenders;
- to facilitate the sharing of contact details (address, telephone number & email address) among those in the fellowship willing to do so, to ease communication within that group and any sub-groups in which the individual has an interest;
- to provide news and information about events, activities and services at the church;
- to enhance the appeal of news stories and information about events, activities and services at Witham URC
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to enable the activity and Christian outreach of the church to be maintained efficiently;
- to provide prayer support to those who want it;
- to safeguard children, young people and adults at risk;
- to celebrate young children's birthdays
- to protect the safety, health and well-being of those using our facilities or activities;
- to maintain the security, safety and fitness-for-purpose of our premises and equipment;
- to facilitate contracts for letting of our premises;
- to fundraise and promote the interests of the church;

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- to maintain our financial accounts and records (including the processing of gift aid);
- to recruit, support and manage employees and volunteers;
- 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.

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
- Processing is necessary for safeguarding your vital interests; or
- Processing is necessary for a contract with you; or
- Processing is necessary for us to perform a task in the public interest; or
- Processing is necessary for legitimate interests pursued by Witham URC, unless these are overridden by your interests, rights and freedoms; or
- Your explicit consent 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 or where required by law.

6. How long do we keep data?

We retain data on the basis set out in the following Data Retention Schedule:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact or the record in which the data is contained is superceded
Junior Church roll	Until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact or the record in which the data is contained is superceded
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the later of the tax and calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is gathered e.g., Church weekends away	Disposed of immediately after the event unless anything has occurred (e.g., an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes

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Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of the complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records	6 years after transfer or value taken
Prayer Chain e- mails	Guidance indicates delete after praying
Sunday Prayer Request record	Duty Elder removes and destroys at end of the day
Pastoral Lists	Until the list is superceded
Rental Contract Records	5 years from end of contract period or one-off event
Records of contractors and service providers	When data becomes outdated or provider no longer used
Property Record book	When book is full and all church property/equipment to which it refers has been returned
Lone Working record book	1 calendar year after the current year (that week's data to be stored in file within office at end of each week)
Key Holder record	Retained until last key holder referred to on the particular list/page has returned the key(s)
Minibus User record	Driver destroys after final journey on list is completed
Duty Rota records	1 calendar year after the current year

7. Safeguarding your personal data

We will use appropriate measures to keep personal data secure at all points of the processing, including storage. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage. The level of security measures will be proportionate to the risks involved in the processing.

8. Transferring Personal Data outside the European Union (EU)

Personal data cannot be transferred or stored outside the European Union unless this is permitted by the GDPR. This includes storage on a 'cloud' based service where the servers are located outside the EU. We will only transfer data outside the EU where it is permitted by one of the conditions for non-EU transfers in the GDPR.

9. 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 Witham United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Witham 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 Witham United Reformed Church to retain such data;
- The right to withdraw your consent to the processing at any time;

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- 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.

10. 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.

11. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary at Witham URC, Newland Street, Witham, CM8 1AH or phone 01376 500958.

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
Witham United Reformed Church
22 May 2018