



The
**United
Reformed
Church**

The United Reformed Church of Halstead
Kings Road
Halstead
Essex
CO9 1HJ

DATA PRIVACY STATEMENT

May 2018

DATA PRIVACY STATEMENT

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 (GDPR).

2. Data Controller

The Eldership (serving elders) of The United Reformed Church of Halstead is the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Eldership of The United Reformed Church of Halstead complies with its obligations under 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;
- 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;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- To provide contact details of officers and others with specific responsibilities (e.g. DBS signatories) to the synod office and Church House. This enables synod and national administration of The United Reformed Church.

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

- If the legitimate interests The United Reformed Church of Halstead in processing the information outweigh those of the individual in not doing so; or
- Processing is necessary in relation to a contract which the individual has entered into or because an individual has asked for something to be done so that they can enter into a contract; or
- Processing is necessary because of a legal obligation (other than a contractual obligation) that applies to The United Reformed Church of Halstead; 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 family 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 (i.e. people and organisations outside The United Reformed Church of Halstead) in the limited circumstances where this is necessary for one of the purposes set out in paragraph 3 (particularly the final one in the list) and where we have obtained your consent.

In addition, in the case of data classified as “special category” (which includes data relating to an individual’s physical or mental health, race or ethnic origin, religious beliefs and sexual orientation) we may share your data if one of a number of conditions is met. The most relevant of those conditions are either that you have given your consent, or the processing is restricted to members or former members, or to those who have regular contact with the church in connection with the church’s purposes and does not involve disclosure to a third party without your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Junior Church roll	Until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Grave Records	Indefinitely
Personal data relating to events for which additional information is gathered e.g. Church holidays	Disposed of immediately after the event unless anything has occurred (e.g. and 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
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 complaint (unless further action is anticipated)
Minute Books	Indefinitely

Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Visitor Books	Indefinitely
Prayer Book	7 days

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

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 Secretaries Deb & John Miners on 01787 477875 or secretary@urcofhalstead.org.uk

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
The United Reformed Church of Halstead

20th May 2018