

DATA PRIVACY STATEMENT

Hadleigh United Reformed Church, Hadleigh, Suffolk

(Adopted and effective from June 2018)



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 Hadleigh URC is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

3. How personal data is processed

The eldership of Hadleigh URC 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.

Hadleigh URC use personal data for the following purposes:

- to administer membership and regular attendee records
- to maintain our financial accounts and records (including the processing of gift aid)
- to provide news and information about events, activities and services
- to fundraise and promote the interests of the church
- to manage employees and volunteers
- to enable the church to provide voluntary services for the benefit of the public in our local community
- to provide contact details of officer holders and others with specific responsibilities (e.g. DBS signatories) to the Synod office and Church House to enable administration of the United Reformed Church.

4. The legal basis for processing personal data

- Processing is carried out by a not-for-profit body with a religious aim provided where 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.
- Processing is necessary for carrying out obligations under employment, social security or social protection law.
- Explicit consent of the data subject has been given.

5. Sharing personal data

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 members or for purposes connected with the church. In this respect, we consider that for each of the purposes listed in paragraph 3, it is in the church's legitimate interests, or it is necessary to meet a legal or contractual obligation, that we process personal data and that therefore consent is not needed. If however, an individual does not want their personal data to be processed for any of these purposes, the data controller must be told and they will consider whether that is possible without affecting the church's legitimate interests or legal and contractual obligations.

We will only share personal data with third parties (i.e. people outside of the church) in the limited circumstances where this is necessary for one of the purposes set out in paragraph 3 (particularly in relation to the Synod and the national URC), or we have obtained explicit consent from the individual to do so.

6. Retention of personal data

Hadleigh URC retain data on the following basis

Record Type	Retention Period
Membership rolls	Indefinitely
Members' and adherents' contact details	2 years after the last contact
Junior Church roll	Until the individual reaches the age of 21
Junior Church contacts	2 years 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
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	2 years 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, 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

7. Individual's rights and their personal data

Unless subject to an exemption under the GDPR, an individual has the following rights with respect to their personal data

- The right to request a copy of all personal data which Hadleigh URC holds about them (a Subject Access Request or 'SAR');
- The right to request that the data controller corrects any personal data if it is found to be inaccurate or out of date
- The right to request their personal data is erased where it is no longer necessary for Hadleigh URC to retain such data
- The right to withdraw their consent to the processing at any time
- The right to request that a restriction is placed on further processing, where there is a dispute in relation to the accuracy or processing of their personal data
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioner's Office

8. Further processing

If Hadleigh URC wish to use personal data for a new purpose not covered by this Data Protection Notice, then a new notice will be provided prior to commencing the processing. This notice will explain this new use and set out the relevant purposes and processing conditions. Where and whenever necessary, individuals prior consent will be sought to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Church Secretary. Up to date contact details can be found on the church newsheets, newsletters and website.

The Information Commissioners Office can be contacted 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.