



# West Orchard United Reformed Church Coventry Data Privacy Statement

## Version History

Version	Date	Author	Comment
0.1	19/3/18	Jerry Barnes	Draft for comment
1.0	15/5/18	Jerry Barnes	Issued with changes to retention periods after review and approval May 9 <sup>th</sup> Elders Meeting

# West Orchard United Reformed Church 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 (the 'GDPR').

## 2. Data Controller

The eldership (serving elders) of West Orchard 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 West Orchard 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;
- 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 promote the interests of the church;
- to manage employees and volunteers, including processing of expenses and payroll;
- 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 (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
- 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?

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We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	36 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	36 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Expense records	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Personal data relating to events for which additional information is gathered eg Church holidays, outings or holiday clubs	Disposed of immediately after the event unless anything has occurred (eg 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
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
Visitors Books	Indefinitely
Premises hire	Disposed of at the end of the calendar year unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.

### 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 West Orchard United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of West Orchard United Reformed Church corrects any personal data if it is found to be inaccurate or out of date;

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- The right to request your personal data is erased where it is no longer necessary for West Orchard 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.

### 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 Data Protection Lead via the Church Office or using the contact form in the data protection page of the website [www.westorchardurc.org.uk/dataprotection](http://www.westorchardurc.org.uk/dataprotection).

The Data Protection Lead for West Orchard United Reformed Church is Jerry Barnes.

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  
West Orchard United Reformed Church  
Date 9<sup>th</sup> May 2018