

Christ Church URC, Chelmsford

DATA PRIVACY STATEMENT

1. Personal data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The serving elders of Christ Church, Great Baddow and Howe Green URCs is the Data Controller

3. How do we process your personal data?

The eldership of the churches 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 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 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 by a not-for-profit body with a religious purpose, provided that
 - the processing relates only to members of the congregations, former members of the congregations or those who have regular contact with the churches; 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. 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 held by Christ Church, Great Baddow and Howe Green URCs: -

- The right to request a copy of the personal data held about you and request that any personal data, if it is found to be inaccurate or out of date, is corrected;
- The right to request your personal data is erased where it is no longer necessary for the churches to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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;

7. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership Roll	Indefinitely
Members & associates	24 months after the last contact
Young Church contacts	24 months after the last contact
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Records of Baptisms & Funerals	Indefinitely. Archive at Essex Records Office
Personal data relating to events for which additional information is gathered eg Church outings	Disposed of immediately after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
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)
Minutes of Church & Elders Meetings	Indefinitely. Archive at Essex Records Office
Employee Records	6 years after the date of termination of employment

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 or complaints please in the first instance contact the Data Protection Officer, Christ Church URC, 164 New London Road, Chelmsford, CM2 0AW, or treasurer164nlr@gmail.com.

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, Christ Church, URC
March 2022