



Data Privacy Statement

REIGATE PARK UNITED REFORMED CHURCH

15 October 2024

DATA PRIVACY STATEMENT

Reigate Park United Reformed Church

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 Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (UK GDPR), and for electronic communications the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR).

2. Data Controller

The eldership (serving elders) of Reigate Park 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 Reigate Park United Reformed Church complies with its obligations under the Data Protection Act 2018 by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- 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 (e.g. DBS signatories) to the synod office and the URC at Church House in London. This enables the synod and national administration of the United Reformed Church.
- to send emails which may include information about fund-raising activities

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?

This table must be updated as and when required. The date of the update, who updated and, on whose authority, will be retained separately.

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	Cleansed annually
Junior Church registration	Until the child/young adult reaches the age of 21
Junior Church contacts	24 months after the last contact
Messy Church registration	24 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	Annual data for 7 years after the calendar year to which it relates Active declarations indefinitely
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Memorial Book	Indefinitely
Pastoral data	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. 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

Record Type	Retention Period
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)
Minutes	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Data submitted in the contact form on https://www.reigateparkchurch.org/contact	24 months after the last contact
Church toddler groups	3 years after the last contact
Pulpit Supply List	Indefinitely

7. Your rights and your personal data

The UK GDPR and the Data Protection Act 2018 set out exemptions from some of the rights and obligations in some circumstances. Unless you are subject to an exemption you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which Reigate Park United Reformed Church holds about you (a Subject Access Request or ‘SAR’)
- The right to request that the eldership of Reigate Park 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 Reigate Park 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 Privacy 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 concerns please in the first instance contact the Church Secretary at:

- secretary@reigateparkchurch.org
- or via the Church Office at office@reigateparkchurch.org
- or at Reigate Park Church, Park Lane East, Reigate, Surrey, RH2 8BD

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

Reigate Park United Reformed Church

Date agreed: 9 October 2024