



Data Privacy Statement

REIGATE PARK UNITED REFORM CHURCH

29 APRIL 2018

DATA PRIVACY STATEMENT

Reigate Park United Reformed Church

1. Personal data

The processing of 'personal data' is governed by the General Data Protection Regulation (the GDPR). Personal data is any information about a living individual which enables them to be identified from that information. Identification can be from the information alone or in conjunction with any other information. The information may be held in manual filing systems or electronically.

2. Data Controller

The eldership (serving elders) of Reigate Park United Reformed Church is the data controller. The eldership determines 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 GDPR 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 (eg 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.

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?

Some data will be retained permanently if we are legally required to do so. Some other records may be kept for an extended period of time, for example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Full details of the data the church holds, and how long it is retained for, is kept in the Reigate Park Church Data Register which is held in the Church Office.

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 held by Reigate Park Church:

- The right to be informed about the collection and use of their personal data
- The right to access your personal data and any supplementary information
- The right to have inaccurate personal data rectified, or completed if it is incomplete
- The right to have personal data erased ('the right to be forgotten') in certain circumstances
- The right to request the restriction or suppression of your personal data in certain circumstances
- The right to withdraw your consent to the processing of your data at any time
- The right to data portability; to request personal data held electronically to allow you to move, copy or transfer the data easily from one IT environment to another
- The right to object to the processing of personal data in certain circumstances

Please note that not all of these rights are absolute.

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 Susan Knight via the Church Office.

If these are not resolved to your satisfaction, or for more information, 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: 29 April 2018