

PRIVACY NOTICE

SPA VIEW COMMUNITY CHURCH

1. Introduction

The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

In the context of GDPR, Spa View Community Church (SVCC) acts as a ‘data controller’ which means it decides how data personal to you is processed and for what purposes. As this requires your consent, this document outlines what personal data is held and how it is stored and used.

This document builds upon, and provides the detail behind our Data Protection Policy, which is available upon request from our Data Controller (see section 10).

2. Definition of Personal Data

Personal data is that which relates to a living individual and by which the person can be identified.

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.

Data refers to anything which is collected and stored using electronic or paper means of storage and includes text, numerical/statistical information, images, video and audio recordings.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address, phone number, email address
- Attendance at meetings and events
- DBS certificate information, to enable us to comply with our legal safeguarding responsibilities in relation to staff and volunteers working with children and/or vulnerable adults
- Tithes, offerings and donations – for Gift Aid purposes
- References – for employment and volunteering purposes

- Parental consent and medical information – for children accessing activities and events
- Photographs, video and audio recordings of services and events, including virtual meetings where agreed in advance with participants

3. Protection of Personal Data held by SVCC

- The Directors of Spa View Community Church comply with their 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.

NB. The church data protection policy is currently reviewed every three years. SVCC will therefore review this document and the different types of data held across all systems/document storage systems at the same time and update accordingly.

3. Processing of your personal data by SVCC

- We use your personal data in the following contexts:
 - a) Employment/Volunteering
 - To manage and support our employees and volunteers;
 - b) Pastoral
 - Up to date contact details of people who regularly attend the church to enable communication and pastoral support
 - Up to date contact details of others who attend meetings organised by the Church to enable communication regarding other upcoming events which may be of interest.
 - Attendance of members and non-members of SVCC at services, groups meetings and other events to provide statistical analysis in support of how best to serve our members and our community
 - c) Financial

- To maintain financial accounts and records (including the processing of gift aid applications) as required by the Charity Commission
- To ensure responsible oversight of the financial resources and administration of SVCC.

d) Communication

- To inform members and non-members of news, events, activities and services running at SVCC.

4. The legal basis for processing personal data

The legal basis consists of two key elements as follows:

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

5. Storage of your personal data

Our data is stored in three places (see notes below):

1. The Church Directory: This is held by one of the Directors of Spa View Community Church on his personal computer and is an electronic (Word) copy of our contact data as of 03-Mar-2020. This list will be retired once we have fully migrated to ChurchSuite, at which time this document will be updated appropriately.
2. ChurchSuite: This is a GDPR compliant cloud-based on-line church management system. The servers are UK-based and ChurchSuite has sophisticated, military grade security protocols and encryption of data. Full details of how and where data is stored and protected may be found at <https://churchsuite.com/tour/gdpr/security>
3. Spa View Community Church Website: This provides information regarding our purpose, policies and activities, and lists some limited personnel details e.g. names, email addresses, telephone numbers and images of those with various responsibilities with their consent.

6. Sharing your 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. This data is only shared with other regular church attenders with your consent.

Sharing of your data with third parties outside of the Church is limited and would only be with your consent. Examples would include;

DBS checks for safeguarding – CPAS

Booking into events on a group basis via church office – e.g. Groundlevel

7. How long is your personal data stored?

The GDPR doesn't specify data retention periods so it is for each organisation to define what is appropriate.

- All contact and pastoral data of people still associated with SVCC will be reviewed on a three-year basis and updated (this falls in line with a three-year review of this document). Records on people who cease to be associated with SVCC will be retained for three years and then deleted.
- Financial records will be kept in line with the HMRC and Charity Commission regulations (currently at least 6 years but may vary depending on the type of financial information)
- Employment records will be kept for 7 years beyond the last date of employment.
- Statistical records on attendance will be kept for 10 years and culled annually thereafter to maintain a 10-year cumulative records.

8. 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 your personal data which SVCC holds about you;
- The right to request that SVCC 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 SVCC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that SVCC as the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to

another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

- 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Becky Clowes, Data Controller for Spa View Community Church on 07739 560847.

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.