

SHIRLEY COMMUNITY CHURCH **DATA PROTECTION NOTICE**

Your personal data – what is it?

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.

Who are we?

Shirley Community Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

Shirley Community Church complies with its obligations under the Data Protection Act and is committed to protecting personal data from: -

- being misused.
- getting into the wrong hands as a result of poor security.
- being shared carelessly.
- being inaccurate.

We are aware that people can be upset or harmed if any of these things happen. We meet this commitment 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.

Shirley Community Church may store your information on computer hard drives, by the use of cloud-based storage and/or systems or in paper form. Paper-based personal data will be stored in locked filing cabinets on Shirley Community Church premises. Computer based and cloud-based storage and/or systems will be password protected.

- Your contact details will be stored on a Microsoft 365 account held by the Church.
- For more information on Microsoft's Privacy Policy, please see here:
<https://privacy.microsoft.com/em-gb/privacystatement>

General Data Protection Regulation 2018 (GDPR)

Shirley Community Church holds and uses personal data in accordance with the eight requirements of the GDPR that personal data shall: -

- Be processed fairly and lawfully.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.

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- Be accurate and where necessary, kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
- Not be transferred to a country or territory outside the European Union or the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Shirley Community Church process personal data to help us: -

- maintain our list of regular attenders.
- provide pastoral support for attenders and others connected with our church.
- provide services to the community, for example Coffee Morning and Youth Club.
- safeguard children, young people and vulnerable adults.
- recruit, support and manage staff.
- maintain our accounts and records.
- promote our services.
- to inform individuals of news, events, activities or services running at Shirley Community Church.
- respond effectively to enquirers and handle any complaints.
- process gift aid applications.

The kind of data we collect: -

- Name
- Date of birth
- Gender
- Address
- Contact number
- Email address
- Marital Status
- Your attendance at events
- Which small group you are in
- Which teams you serve on
- Medical information when necessary, for example a young person who signs up for a trip
- Information provided to us in order to appropriately safeguard vulnerable people, children and young people in our congregation, for example your DBS status
- Any information that you choose to share with us, for example a pastoral issue

Who we may share information with: -

- Trusted volunteers and staff: in order for you to receive relevant communication and pastoral support

Shirley Community Church will never sell or trade any of your personal information.

Accurate data

We will make sure that personal data held is accurate and where appropriate kept up to date. The accuracy of personal data will be checked at the point of collection and at appropriate points later on.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data.

- For safeguarding purposes – up to 40 years.
- In case of any legal claims/complaints – up to 40 years.
- For legal requirements (for example financial records) – current tax year plus 6 years.

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 Shirley Community Church holds.
- The right to request that Shirley Community 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 Shirley Community 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 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).
- 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).
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries, or complaints please in the first instance contact Jon Heyes at admin@shirleycommunity.org.uk

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.