

## DATA PRIVACY STATEMENT April 26<sup>th</sup> 2019

### WILMSLOW UNITED REFORMED CHURCH

Registered Charity : 1128170

#### *Introduction*

Wilmslow United Reformed Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. This policy explains our responsibilities and how we will meet them. Currently our Data Protection Lead is the Church Secretary.

#### **Policy statement**

Wilmslow United Reformed Church gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why, and when we collect and process your data.

#### **Information that we collect**

Wilmslow United Reformed Church processes your personal data to meet our legal, statutory and contractual obligations. We will never collect any unnecessary personal data from you and do not process your information in any way, other than specified in the notice. Personal data that we may collect is:

- Name.
- Date of Birth
- Home address.
- Personal email
- Home telephone number
- Mobile phone number
- Special category data (see later).

#### **How do we use your Personal Data:**

Wilmslow United Reformed Church takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. We have a **legitimate interest** in collecting this personal data.

The purposes and reasons for processing your personal details are to help us to:

- administer records of members;
- maintain our financial accounts and records (including the processing of gift aid) ;
- assist in providing news and information about events, activities and services in church and local churches;
- assist in safeguarding children, young people and adults at risk;

- assist in fundraising
- enable the Church to provide voluntary services for the benefit of the local community
- maintain the security of property and premises;
- respond effectively to enquirers and handle any complaints;
- provide contact details of officers and others with specific responsibilities to Church House.

## **Your Rights**

You have the right to access any personal information that Wilmslow United Reformed Church processes about you and to request information about:

- What personal data we hold about you
- The purpose of the processing
- The categories of personal concerned
- The recipients to whom the personal data has / will be disclosed
- How long we intend to store your data
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/ correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Wilmslow United Reformed Church uses a third party to provide the services below, however all processors acting on our behalf only process data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

<b>Hallmark Booking Systems</b>	for renting and invoicing of room rental.
<b>Liberty Accounts</b>	finance system

## Safeguarding Measures

Wilmslow United Reformed Church takes your privacy seriously and we take every reasonable measures and precautions to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several levels of security measures in place.

### How long do we keep your data?

Wilmslow United Reformed Church only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. (See appendix 2). We are required under UK tax law to keep your basic personal data (name, address and contact details) for any financial purposes for a minimum of 6 years after which it will be destroyed.

### Special Categories of data

In some cases, we hold types of information that are called “**special categories**” of data in the GDPR. This personal data can only be processed under strict conditions.

Special category of data is sensitive information under the regulations and includes information about a person’s physical / mental health or personal circumstances. It will be unusual if this is not for clearly time-limited periods relating to a specific pastoral need. The **explicit consent** of the individual needs to be obtained, and will be recorded in a Register of Consent. Particular care needs to be taken about the circulation of this type of information in Church or Prayer lists. Normally this information will be given to and securely kept by the Minister.

### Lodging a complaint

Wilmslow URC only processes your personal information in compliance with this Privacy notice and in accordance with the relevant data protection laws. If however you wish to raise a complaint regarding the processing of your personal data or are dissatisfied with how we have handled your information, you have the right to lodge a complaint with the **Data Protection Lead**. (For Wilmslow URC, this is the Church Secretary, via the Church Office.)

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Approved on 7<sup>th</sup> May 2019

This policy has been approved by the **Eldership** which is responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data. This policy will be reviewed on an annual basis.