



DATA PRIVACY STATEMENT

BAMFORD CHAPEL AND NORDEN United Reformed Church, Rochdale

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 General Data Protection Regulation (the 'GDPR').

2. Data Controller

The eldership (serving elders) of BAMFORD CHAPEL AND NORDEN 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 BAMFORD CHAPEL AND NORDEN United Reformed Church complies with its obligations under the "GDPR" 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.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our own financial accounts and records of donations given (including the processing of gift aid);
- to minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform ecclesiastical services for you such as baptisms, confirmations, weddings and funerals.
- to deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller.
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide news and information on the church website about events activities and services at the church
- to fundraise and promote the interests of the church
- to manage employees and volunteers
- to seek your views and comments
- to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities
- to process a grant or application for a role

- to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified
- to provide contact details of officers and others with specific responsibilities (eg church secretary) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church.
- To carry out safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults at risk are provided with safe environments.
- Financial identifiers (for certain individuals) such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers and claim numbers
- Non-financial identifiers (for certain individuals) such as passport numbers, driving license numbers, vehicle registration numbers, taxpayer identification numbers, tax reference codes and national insurance numbers.

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
- Processing data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of the church facilities.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- 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?

We will keep some records permanently if we are legally required to do so. We may keep some other records 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 data when it is no longer needed.

We retain data on the following basis:

Record Type	Retention Period*
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Contact details of those hiring the church for community events	24 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
Cradle roll	Indefinitely
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Other financial records containing personal data	7 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Grave Records	Indefinitely
Personal data relating to events for which additional information is gathered eg Garden Party, Christmas Fair	Disposed of immediately after the event unless anything has occurred (eg and accident) which indicates that records should be retained for a longer period.
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	Adults – date of incident + 7years Children – DOB + 25 years
Risk Assessments	Current years + 3 years
Fire Precaution log books	Current year + 6 years
Lettings	Current year + 3 years
Maintenance and contractors records	Current year + 6 years
Complaints (non -safeguarding)	6 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Prayer request book	After prayers have been made (end of Sunday worship)

* Retention periods shown are for illustration only. The Church must determine its own retention periods to meet its own need and statutory compliance.

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: -

- The right to request a copy of the personal data which BAMFORD CHAPEL AND NORDEN United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of BAMFORD CHAPEL AND NORDEN 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 BAMFORD CHAPEL AND NORDEN 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 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary via the church website www.bcnchurch.org.uk or secretary@bcnchurch.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.

The Elders
BAMFORD CHAPEL AND NORDEN United Reformed Church
Date November 2018