Cricklade United Church
Calcutt Street Cricklade

DATA PRIVACY STATEMENT

The General Data Protection Regulation (GDPR) became effective from 25 May 2018 and supersedes the Data Protection Act 1998. Individuals have a range of new rights, giving them more control over how their data is used. Organisations are subject to new responsibilities and obligations, including the need to demonstrate compliance.

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 held by the data controller, or likely to come into its possession. The processing of personal data is now governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller
The Church Council of Cricklade United 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 Church Council of Cricklade United 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 lists of members
- to maintain our financial accounts and records (including the processing of gift aid);
- to manage lettings
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage 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 URC Southwest Synod Office, URC Church House and Upper Thames Methodist Circuit, to enable them to fulfil their administration.
- to comply with Safeguarding Policy
- to maintain official records - weddings, baptisms, funerals

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?

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
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
Gift aid declarations and paperwork	6 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 Church holidays	Disposed of immediately after the event unless anything has occurred (eg and accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes

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	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 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
Visitors Books	Indefinitely
Key holders	24 months after the key has been returned

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 Cricklade United Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the Church Council of Cricklade United 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 Cricklade United 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 Minister, telephone number 01666 826866

You can also contact the Information Commissioners Office on 0303 123 1113 or via email.