

Statement

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy for all individuals within the European Union. The GDPR replaces the EU 1995 Data Protection Directive. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

The GDPR covers personal data relating to individuals. It states that personal data should be processed fairly & lawfully and collected for specified, explicit & legitimate purposes and are only processed with the individual's explicit consent. It also brings a new set of digital rights for EU citizens in an age of an increase of the economic value of personal data in the digital economy.

The Trustees/Elders of Hope Community Church (HCC) and the staff and volunteers appointed by them are committed to protecting the personal data of members and attendees of the church and of all those who participate in its varied activities.

To operate effectively HCC needs to collect and use personal information about staff, volunteers, members and those who attend activities run by the church. Attendees may be adults or children. In the collation, storage and use of this information HCC recognise its responsibility to comply with the GDPR.

Rights of Individuals

The GDPR includes seven rights for individuals:

1) The right to be informed

For paid employees of HCC we are required to hold personal data, including: full names, addresses, eMail addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID, bank details & emergency contacts. In addition we may hold information relevant to your suitability for employment and proof of eligibility to work in the UK.

For members of HCC we will collect full names, addresses, telephone numbers, email addresses, marital status and photos. In addition we may hold information relevant to your suitability for membership or service in the church or with other Christian organisations.

For staff and volunteers who work with children and young people we will collect information required for Disclosure and Barring Service checks (DBS). This information is sent via a secure file transfer system.

For non-members attending church on a regular basis we may collect contact details so that we can inform you of events and communicate details of church life.

For children attending children & youth activities on a Sunday morning we will collect children's names, date of birth and any relevant medical needs and allergies. We will also store parent/carer names, addresses and contact numbers.

For children attending the HCC Tots, Kids & Carers sessions during the week we will collect children's names, date of birth and any relevant medical needs and allergies. We will also store parent/carer names, addresses and contact numbers and register who has parental responsibility for the child.

For children attending the HCC midweek EPIC group we will collect children's names, addresses, date of birth, any relevant medical needs and allergies, parent carer names and contact details.

For adults attending midweek activities run by HCC we may collect contact details so that we can inform you of events and communicate details of church life.

For pastoral care and family support we may retain additional personal data to enable short-term focused prayer, counselling, encouragement, teaching and discipleship.

HCC uses Cookies on its website to collect data for Google Analytics; this data is anonymous.

2) The right of access

At any point an individual can make a request relating to the data held by HCC with a maximum response time of 1 month. A request can be refused for legal reasons, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) The right to erasure

Deletion of personal data can be requested where there is no compelling reason for its continued use. However we have a legal duty to keep some data for a minimum period or for a reasonable time. We will advise minimum retention periods for specific data upon request. There is a full Risk Assessment in place for storage & transportation of data.

4) The right to restrict processing

Members, attendees and contacts can object to the processing of their data by HCC. This means that records can be stored but must not be used in any way (eg for minutes or for communications).

5) The right to data portability

Individuals have the right to receive their personal data and store it for further personal use. This allows the individual to manage and reuse their personal data.

6) The right to object

Individuals can object to their data being used for certain activities like marketing and research.

7) The right not to be subject to automated decision making including profiling

Automated decisions and profiling are used by marketing based organisations. Meadows Community Church does not use personal data held by them for such purposes.

Good Practice Code

HCC is committed to the enforcement of the following code of good practice in relation to the personal data it keeps on parents, their children & staff. In summary, data will:

- Be fairly and legal processed
- Be relevant to the needs of the church's ministry
- Not be unnecessarily excessive in detail
- Be accurately maintained
- Not be kept longer than necessary or required by governing bodies or the law
- Only be used in accordance with the individual's rights
- Be securely stored

Storage & Consent

For staff, consent is implied by completion of the job application form at the onset of employment.

For church members, consent is implied by the application for church membership and acceptance by the elders. This includes consent for holding data on their children if they take advantage of the children & youth services provided by the church.

For non-members attending church, consent is implied by completion of a contact form.

For parents/carers attending midweek Tots, Kids & Carers sessions, consent is implied by completion of a data form. The data protection officer for Tots, Kids & Carers is Lesley Robinson.

For children attending the midweek EPIC group, consent is implied by completion of a contact form by the parent/carer with responsibility for the child.

For adults attending midweek activities run by HCC, consent is implied by completion of a contact form.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. We will take reasonable, necessary steps to ensure that your data is treated securely and in accordance with this privacy statement.

We will store your information for no longer than reasonably necessary, usually for the time that you are attending a regular church activity or are a member of the church. After this we may continue to hold your contact details for as long as you agree in order to keep you informed about the ministry of the church and special events that we host.

These records are shredded after the retention period and deleted from electronic storage.

Access to all computers is password protected. Data is segregated on a need-to-know basis.

Any portable data storage used to store personal data (eg USB memory stick & external hard drive) are password protected and/or stored in a locked filing cabinet.

Signed on behalf of Hope Community Church:

Elder & Trustee



Date

8/1/2020