



## **DATA Protection Notice**

### **Woking United Reformed Church Charity, WOKING.**

#### **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 Woking United Reformed Church Charity (serving trustees) of Woking 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 trustees of Woking United Reformed Church Charity comply 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 and church family records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and 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 (e.g., DBS signatories) to the Wessex Synod office and Church House. This enables the synod and national administration of the United Reformed Church.

#### **4. What is the legal basis for processing your personal data?**

- We, as a not-for-profit religious body, process your personal data on a legitimate interests basis, providing
  - The processing relates only to members and adherents or former such persons or those with whom we have regular contact 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. This list is subject to annual review.

| Record Type   | Retention Period   |
|---|--|
| Membership rolls  | Indefinitely but subject to annual review.   |
| Members, adherents, family and friends contact details  | 24 months after the last contact or data is subject to a DPN Consent Form.   |
| Youth & Children Orgns. roll  | until the child/young adult reaches the age of 21.   |
| Youth & Children contacts lists   | 24 months after the last contact   |
| Financial records   | 6 years after the calendar year to which it relates  |
| Gift aid declarations and paperwork   | 6 years after the calendar year to which it relates  |
| Register of Marriages   | As required by the Registrar General   |
| Register of Baptisms & Blessings  | Indefinitely   |
| Record of church member and adherent deaths   | Indefinitely   |
| Personal data relating to events for which additional information is gathered e.g. Church Family Weekend; Church Camp | Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period <b>or</b> there are Safeguarding considerations <b>or</b> for operational purposes it is deemed necessary to retain data for a limited period. |
| Records of attendance of children/young people and helpers  | Indefinitely for safeguarding purposes.  |
| Photographs and videos of events  | 24 months after the event – <i>selected items retained for historical records.</i>   |
| 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)   |
| Minutes of Meetings   | Church; Elders' & 4 main church committees –indefinitely. Other Minutes – 6 years.   |
| Employee Records  | 6 years after the date of termination of employment  |
| Pension Records   | 6 years after transfer or value taken  |
| Visitors Books  | Indefinitely   |
| Other Records such as Risk Assessments; Food Hygiene, etc.  | Generally 24 months but selected items are retained for historical records.  |

## **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 Woking United Reformed Church Charity holds about you (a Subject Access Request or 'SAR');
- The right to request that the trustees of Woking United Reformed Church Charity 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 Woking United Reformed Church Charity 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 or complaints, please, in the first instance contact the Church Secretary at Woking United Reformed Church.

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 Trustees  
Woking United Reformed Church Charity  
MAY, 2018.