



## DATA PRIVACY STATEMENT v 2.0 (Approved)

**Banstead United Reformed Church, Woodmansterne Lane, Banstead SM7 3EX**

### 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 Banstead 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 Banstead 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 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 volunteers, contractors and service providers to the church;
- 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 synod office and Church House. This enables the synod and national administration of the United Reformed Church;
- to administer the hiring out of the church halls;
- to obtain DBS disclosures for church/congregation members who have requested them.

### 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 or congregation in order to carry out a service to other members of the church members or congregation 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:

<b>Record Type</b>	<b>Comment</b>	<b>Retention Period</b>
Membership rolls	Book held in (locked) vestry. Contains names, addresses, dates of joining and other observations. An excel list of names and membership date of living members is kept by the church secretary and may be distributed to the elders as required. Reviewed every 2 years with names removed if considered appropriate.	Book is held indefinitely.  Excel lists held for 4 years
Contact details of church and congregation members and friends	List of names, addresses, email addresses and telephone numbers held on members section of website and published as booklet approx. every 2 years. Booklet is distributed to members requesting one and spares are held in vestry. Permission to include children under 18 is sought from parents. Written permission to include everyone over 18 will be sought from all individuals.	24 months after the last contact. Recipients will be asked to destroy old booklets securely but this cannot be guaranteed.
Sunday Club roll	Children's names plus birthdates held electronically by Sunday Club leaders	Until the child/young adult has not attended Sunday club for 2 years.
Sunday Club contacts	Written in folder held in locked Sunday Club cupboard.	Contact information erased 24 months after the last contact
Cradle roll	Poster on wall in library (restricted access) containing name and date of baptism.	Indefinitely
Attendance records of children/young people and helpers	Written records held in book in locked Sunday club cupboard.	Indefinitely for safeguarding purposes
Gift aid declarations and paperwork	Declarations and returns are kept by Gift Aid secretary. (Underlying workings are done electronically)	Declarations held as long as donor remains donating. Returns are kept for 6 years after the calendar year to which it relates
Details of givers	Regular giver details held electronically and in paper format by Church Treasurer and used to update monthly worksheet. Cash book holds details of cash donations / expenses paid	6 years after the calendar year to which it relates.

<b>Record Type</b>	<b>Comment</b>	<b>Retention Period</b>
Registers of Marriage	Held in safe	As required by the Registrar General
Register of Baptisms	Book held in vestry.	Indefinitely
Register of Preachers	Book held in vestry	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Will be collected by the organising individual. May include health related details	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	This is generally done informally but in line with safeguarding policy. Copies held for historical records are kept in the library (restricted access)	Indefinitely. No control over copies distributed to members.
Insurance Records	These do not require collection of personal data.	Indefinitely
Safeguarding matters	Any details of issues arising will be held in safe	Indefinitely or until advised otherwise by authorities
Accident Records	Book of forms in corridor. Forms come to church secretary.	All records held for 3 years plus 4 months. (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non - safeguarding)	Held by church secretary	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Held in locked Vestry or by Minute secretary (current year). Generated and distributed electronically to elders. Past minutes contain reference to pastoral issues with names.	Indefinitely
Visitors Books	Book held in church and completed voluntarily by visitors. A notice (attached) explains that any contact details provided will only be used by the church with explicit permission.	Indefinitely
Tidings (Church Magazine)	Available in paper form and published on (open) website. May contain pastoral information and selected contact details obtained with the consent of those involved.	N/A
Contractor & service provider details	Held by whoever lets or manages the contract	Indefinitely
DBS Records	Supplied in paper form by individuals and entered on line by DBS Officer	4 weeks after DBS Certificate issued

Record Type	Comment	Retention Period
Hall letting records	Hire agreements & contact details of those hiring halls held by lettings and invoicing manager	6 years. BACS details of payees held indefinitely by the bank.

## 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 Banstead United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Banstead 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 Banstead 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 at [secretary@bansteadurc.org.uk](mailto:secretary@bansteadurc.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  
Banstead United Reformed Church  
Date this version approved: 11 April 2018

Attachment:

Visitor's Book – Notice

Visitors are invited to enter their names and any details they wish in this visitor's book, which is kept in the church but is open to view by anyone and will be kept indefinitely. Any contact details provided will only be used if explicit permission has been given to the minister or church secretary to use them.