



DATA PRIVACY NOTICE

The United Reformed Church, Wellingborough

1. Your personal data – what is it?

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 Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR" and other legislation relating to personal data and rights such as the Human Rights Act 1998.

2. Who are we?

The United Reformed Church, Wellingborough 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 Elders of The United Reformed Church, Wellingborough, complies with its obligations 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 your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the Wellingborough area as defined in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the Church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you and the local community of news, events, activities and services running at The United Reformed Church, Wellingborough;
- To share your personal details with the East Midlands Synod office in the 'Yearly Returns' in line with the role you undertake at Wellingborough, United Reformed Church.
- To share your personal details through advertising and regular publications which relate to a role you undertake at Wellingborough, United Reformed Church.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about Synod and national church events.
- Explicit consent of the data subject so that we can use photographic images taken at services or events organised by the church for use in advertising publications, presentations and on their digital channels (website, Facebook and Twitter).
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a religious 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.

5. Sharing your 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 your personal data ?

We keep data in accordance with the guidance set out in the table overleaf?

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 your personal data which The United Reformed Church, Wellingborough holds about you;
- The right to request that The United Reformed Church, Wellingborough 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 The United Reformed Church, Wellingborough to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- 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 Administrator at:

United Reformed Church, Salem Hall, Salem Lane, Wellingborough. NN8 4JT
01933 278137
dp@wellingboroughurc.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.

Record Type	Retention Period
Membership Records	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.
Consent for sharing details which relate to a role carried out at Wellingborough, United Reformed Church	Renewed yearly or until you no-longer carry out the role.
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 an 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
Photographs & Video of individuals or small groups.	12 months after the photograph or video was taken, or last used in a publication or one of our on-line channels. Photographs may also be retained indefinitely with permission where they may be of some historical benefit or where there is a legal requirement.