# Data Protection and Privacy Policy

Christ Church Alsager uses personal data about living individuals for the purpose of general church administration and communication. We are committed to protecting your privacy and recognise the importance of the correct and lawful treatment of personal data.

We will not share any information about you without your consent, and we will process all personal data in accordance with the General Data Protection Regulation 2017 (the “GDPR”).

## What is 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 GDPR.

## How do we process your Personal Data?

Christ Church Alsager 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 your personal data for the following purposes:

1. The day-to-day administration of the church such as pastoral care and oversight including calls and visits, preparation of ministry rotas, and maintaining financial records of giving for audit and tax purposes;
2. To enable us to provide a voluntary service for the benefit of the public in the Parish and surrounding area as specified in our constitution;
3. To manage our employees and volunteers;
4. To administer membership records;
5. Contacting you to keep you informed of services, activities, resources and events that are directly associated with the church.
6. Statistical analysis, to gain a better understanding of church demographics.

NB. Data used for statistical analysis is collated and anonymised (such as the number of people attending a service), and some such data will be shared with the Diocese in accordance with Church of England requirements.

## What is the Legal Basis for processing your Personal Data?

The legal basis under GDPR for the processing of your personal data by Christ Church Alsager is:

1. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services that are directly associated with the church;
2. 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;
3. Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
   1. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
   2. there is no disclosure to a third party without consent.

## 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 respect any conditions of use that you may have placed on the data when it was collected.

We will only share your data with third parties outside of the parish with your consent.

## Management and Control of Personal Data

## *Data Controller*

The GDPR requires organisations to appoint a Data Controller; for Christ Church Alsager this is the PCC. This means it decides how your personal data is processed and for what purposes.

## *Data Retention*

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website[[1]](#footnote-1). Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## *Church Database*

To assist with the efficient day-to-day administration of the church, personal details are recorded and managed in a database. The database is accessed through a secure PC.

Access to the database is strictly controlled through the use of role specific ids and passwords. The only people who have direct access to the database are the Church Administrator and the designated Church I.T. Support person.

## *Financial Information*

To ensure privacy, no financial information is stored in the database; separate records are kept which are only available to the Gift Aid Officer and the Treasurer.

## Collecting Information

Personal data may be collected in a variety of ways, including via email, telephone, website ‘Contact Us’ page or hand written forms. We will only collect the data that we have a legitimate need for. Please note that if you choose to send us information via email we cannot guarantee the security of this information until it has been delivered to us. When you provide such information, should you wish to place a special condition of use on the data (such as not wishing to have the identity of a seriously ill relative passed to the prayer team) then please make this clear at the time and we will respect your wish.

Any personal information that you give us is kept confidential and not used for any other purpose apart from that for which it was given.

Our websites may contain links to websites owned by other organisations. If you follow a link to another website please be aware that these websites will have their own Privacy Policy. We suggest that you check the policies of other websites before giving them your personal information as we cannot accept responsibility for any other websites.

## 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 PCC of Christ Church Alsager holds about you;
* The right to request that the PCC of Christ Church Alsager 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 PCC of Christ Church Alsager to retain such data;
* The right to withdraw your consent to the processing at any time;
* The right to request the PCC of Christ Church Alsager to provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability)[[2]](#footnote-2);
* 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[[3]](#footnote-3);
* The right to lodge a complaint with the Information Commissioners Office.

## Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection and Privacy Policy, 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.

## Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Church Administrator via:

* the church website 'Contact us' page <http://www.christchurchalsager.uk/contact.html>;
* or by writing to us at Christ Church Office, 35 Church Road, Alsager, Stoke on Trent, ST7 2HS.

1. Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides> [↑](#footnote-ref-1)
2. This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means. [↑](#footnote-ref-2)
3. This 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. [↑](#footnote-ref-3)