

Data Protection and Privacy Policy

The Community Church uses personal data about living individuals for the purpose of general church administration and communication.

The Community Church recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017.

The Community Church fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for The Community Church must adhere to these principles.

The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

1. How we collect data and information about you

We collect personal information each time you are in contact with us.

For example, when you:

- Visit our website
- Make a donation, by completion of offering envelopes, via our website or electronic means
- Register for a Church Event
- Provide your contact details in writing to the church office
- Communicate with the Church by means such as email, letter, and telephone
- Access social media platforms such as Facebook

2. Maintaining Confidentiality

The Community Church will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and designated people to run the day-to-day ministry of the church.

All staff and volunteers who have access to Personal Data will be required to agree to sign a Confidentiality Policy and a Data Protection Policy.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so
2. Where there is a duty to the public to disclose
3. Where disclosure is required to protect your interest
4. Where disclosure is made at your request or with your consent

3. Use of Personal Information

The Community Church will use your data for two main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of ministry rotas, maintaining financial records of giving for audit and tax purposes.
2. Contacting you to keep you informed of church services, activities, resources and events. This is done through Mailchimp Data Base

4. Storage of Data

We collect information for office use through a signed consent form. This information is used for personal administration task related to the day to day running of the church including pastoral visits and associated ministries.

The information is stored on mail merge and is password controlled by the administration manager

All church information general emails are sent through Mailchimp. Any individual can directly signup through Mailchimp or remove their email from this listing. Access is controlled through designated people having password access.

5. Subject Access

All individuals who are the subject of personal data held by The Community Church are entitled to:

- Ask what information the church holds about them and why
- Ask how to gain access to it
- Be informed how to keep it up to date
- Be informed what The Community Church is doing to comply with its obligations under the General Data Protection Regulation 2017

6. Personal information

This will not be passed onto any third parties outside of the church environment.

7. Sensitive Personal Information

The Church may collect and store sensitive personal information such as health information only linked to the care of minors in our care. This personal information will be kept strictly confidential and only used directly for the purpose it is collected for. This data will be destroyed immediately on request or when the child stops attending the group. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

8. Rights to Access Information

Employees and other subjects of personal data held by The Community Church have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

Any person who wishes to exercise this right should make the request in writing to the Data Protection. The Community Church, using the standard letter which is available online from www.ico.gov.uk.

Please address all correspondence to:
Data Protection
The Community Church
15 Prices Lane
Wrexham
LL11 2NB

If personal details are inaccurate, they can be amended upon request.

The Community Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.