

Data Protection Policy

The Director of Operations is the Data Controller for the purposes of the Data Protection Act (1998).

The Church uses personal data about individuals for the purposes of general church administration and communication and 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 Data Protection Act 1998.

1. Personal data will be processed fairly and lawfully.
2. Personal data will only be obtained for one or more specified and lawful purposes and not processed in any manner incompatible with that purpose or purposes.
3. Personal data will be adequate, relevant and not excessive in relation to the purpose or purposes to which they are processed.
4. Personal data will be accurate and where necessary kept up to date.
5. Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data will be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
8. Personal data will not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection.

Confidentiality

The Church will not disclose your personal information to third parties for commercial or non-commercial purposes unless one of the exceptions below is applicable. All officers of the Church and other staff who have access to personal data will be required to adhere to the policies laid out in this document and in the data protection act (1998).

There are four legal exceptional circumstances to maintaining confidentiality:

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 our interests
4. Where disclosure is made at your request or with your consent

Categories where personal information may be held

1. Recruitment and Employment
2. Membership and Volunteering
3. Giving, Gift Aid and Financial Information
4. People linked to the Church through associated activities, including children

Use of Information - The Church will use your data for the following purposes:

1. Contacting you to keep you informed of church relevant activities
2. Statistical analysis: Gaining a better understanding of church demographics
3. The day-to-day administration of the church: e.g. Pastoral care and oversight including calls and visits, preparation of ministry rotas, distribution of members contact details to other members and volunteers, maintaining financial records of giving for audit and tax purposes.
4. Child Protection Procedures

Photographs

Photographs taken at church events may include individuals or groups of individuals attending these events. Such photographs will be used solely for the purpose of Church advertising, marketing and public relations, and may thus appear in any advertising internal and or external, website or other publicity material. The church will only use such images for its own marketing and creative purposes, and will not pass any on to a third party without first obtaining consent. Please let the Data Controller know if you would prefer images of yourself not to be used in this way. Photographs taken at church events purely for personal use are exempt from the Data Protection Act. This means that parents, friends and family members can take photographs for the family album of their children and friends participating in church events. The Act does apply where photographs are used for official purposes. It will usually be enough to ask for permission to ensure compliance with the Act in such cases.

Access to Information

Employees and other subjects of personal data held by the Church have the right to access any personal data that is being kept about them. This right is subject to an exemption: Personal Information may be withheld if the information also relates to another individual. Any person who wishes to exercise this right should make the request in writing to the Data Controller.

I confirm I have read and understood this policy.

Signed _____

Name _____

Date _____

Data Protection - Privacy Notice

How Cornerstone Church uses your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to contact you, to send you our newsletter and other communications regarding our activities, to provide appropriate pastoral care, to monitor and assess the quality of our services, to fulfil our purposes as a church and to comply with the law regarding data sharing. We do not share your information with others except as described in this notice.

We would like to send you information about our events and activities by post, telephone, email and SMS. If you agree to being contacted in this way please tick the relevant boxes on our forms:

- Post**
- Email**
- Phone**
- SMS**

The categories of information that we may collect, hold and share include:

- Personal information (such as name, telephone number, address and email address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth)
- Storing your data
- We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact the Director of Operations.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact the Director of Operations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the Director of Operations at the Church Office.