

Bodmin Road Church Data Protection Policy

- Bodmin Road Church uses personal data about individuals for the purposes of general church administration and communication.
- We recognize 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.
- Bodmin Road Church fully endorses and adheres to the eight principles of the Data Protection Act. 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 any church activity must adhere to the following principles:

Data shall:

1. Be processed fairly and lawfully and shall not be processed unless the following 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.

These are the categories of individual for whom personal information may be held, which the policy covers:

1. Recruitment and Employment Records: applications, short-listing, interviews for paid staff and volunteer workers, including absence, equal opportunity monitoring, personal information, references, security of records, disclosure requests, discipline, grievance, dismissal and retention of records, as appropriate.
2. Membership, Gift Aid and Financial Information.
3. People linked to church through additional activities, including children.
- 4.. Leaders and members of other Churches – No details may be given to a third party except of contact details to activity leaders for the purpose of correspondence.

COLLECTING DATA AND INFORMED CONSENT

- When collecting data the church aims to obtain individual consent to hold personal information in line with the policies of this document and the data protection act 1998.
- We will only collect personal data if actively given to us by the person concerned or parent/guardian. Collection, processing and use of personal data only occurs in support of our church's interests regarding the support of existing and potential members.

MAINTAINING CONFIDENTIALITY

- Bodmin Road Church aims to treat all of your personal information as private and confidential and not disclose any data about you to anyone other than the leadership team and coordinators of Church programmes in order to facilitate the administration and day-to-day running of the church or the Social Action Programme.
- We will not disclose personal data to third parties for commercial or non-commercial purposes.
- All staff and volunteers 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 eg Police or Social Services.
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

THE USE OF PERSONAL INFORMATION

The Church will use your data for five main purposes:

1. Contacting you to keep you informed of church 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, distribution of members contact details to other members, maintaining financial records of giving for audit and tax purposes.
4. Child Protection Procedures
5. In order to complete any audit returns for external funding bodies.

DATA HANDLING

1. Personal information will not be passed onto any third parties outside of the church environment.
2. Some data held in personal records may be of a sensitive nature. The Church will only store sensitive data when it is relevant and necessary.
- 3.) All individuals who are the subject of personal data held by Bodmin Road Church are entitled to:
 - Ask what information is held about them and why.
 - Ask how to gain access to it.
 - Be informed how to keep it up to date.
 - Be informed what the Church is doing to comply with its obligations under the 1998 Data Protection Act.
4. Personal data will not be retained any longer than is useful for the day to day running of Church Activities.

Personal data will not be held for more than 5 years. When personal data is no longer useful, it will be deleted, burned or shredded as appropriate. Bodmin Road Church reserves the right to keep non-personally identifiable data about individuals for statistical analysis.

5. For Child Protection purposes, records relating to children's activities will be kept securely in our care for an indefinite period.

PHOTOGRAPHIC IMAGES

Bodmin Road Church will seek to obtain individual consent for both still and moving images of individuals, but cannot guarantee the same level of security for crowd shots. 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 a member of the leadership team know if you would prefer images of yourself not to be used in this way.

HOW DATA WILL BE STORED

Data will be stored both in paper form and electronically. Neither will be used for any other purposes than set out in this document. Sensitive papers are kept in a locked cabinet, and destroyed when no longer needed. Electronic data (tables, emails and databases) are kept on a secure, password protected computer which is backed up regularly, and are also destroyed when no longer needed. In addition:

1. Access to the sensitive data is strictly controlled and authorised by the Pastor.
2. People who will have secure and authorised access to this data include church staff; Leadership Team and Bodmin Road Church Trustees.
3. Data will be NOT be accessed by any authorised or non authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.

RIGHTS TO ACCESS INFORMATION

All individuals have a 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 Pastor, using the standard letter which is available online from www.ico.gov.uk

Bodmin Road Church reserves the right to charge a maximum fee of £10 payable for each subject access request. If personal details are inaccurate, they can be amended upon request.

The Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 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.

SECURITY PROCEDURES

In order to keep personal data secure the following protective measures will be followed:

1. Personal data, whether in written or electronic form, will normally be kept at the church office in a secure filing cabinet or cupboard.
2. Information of a sensitive nature will be marked PROTECT-PERSONAL and stored in an envelope or folder marked in the same way..
3. Personal data with the exception of name, address and telephone number will not be stored at the home of other church members, excluding the Pastor who will store information necessary for the post.. This information should be destroyed safely (deleting, shredding or burning) once it is no longer required.
4. Personal data must not be transferred between computers by means of email because of the insecure nature of email. Data transfer must be by means of physical paper or electronic means, e.g. memory stick or CD.