



christchurch
METHODIST AND UNITED REFORMED CHURCH
hitchin

Privacy Statement

A Introduction

Christchurch Hitchin is a community church that operates with the support of a wide volunteer body of all ages. We are serving our purpose when our body is engaged with one another and our community.

We use personal information to help us run our church. We collect and process data securely and dispose of it when it is no longer required. This paper outlines the personal data we collect, how it is used, stored, and disposed.

We take your privacy seriously and comply with the requirements laid out in the Data Protection Act, the General Data Protection Regulation and the Privacy and Electronic Communication Regulations.

If you want to get in touch with us about any of these matters please contact admin@christchurchhitchin.org.uk or the church office.

B General Principles

1. Christchurch has a legitimate interest for collecting and using personal information. Our legal basis for using personal data is to fulfil the duties of Christchurch as a community church and to fulfil our public-interest purposes under charity law.
2. We collect only the information that is necessary to the legitimate interests of Christchurch. We store data securely and retain it only for its intended purpose, unless legal requirements or other recognised standards require us to keep it for longer. For example Gift Aid, employment records, and youth organisations may need to keep attendance and accident reports to answer future enquiries.

3. We are a local community organisation. Many of us share contact details informally with members. Whilst we strongly encourage members and adherents to show appropriate care towards each other, the use of personal information by private individuals is not covered by data protection legislation or this policy.
4. Members and adherents typically contribute to the life of the church as a volunteer. That may involve people processing data, for example when dealing with contact lists for church events or rotas. As such, all volunteers are responsible to others in the church family to follow this policy.
5. Christchurch provides pastoral support. Where personal information has been collected it will be securely stored and not shared outside of its intended purpose. Once the purpose has been fulfilled any records (electronic or paper) will be destroyed.
6. We do not collect or store personal information from the wider public unless specific consent has been provided.
7. We do not share your information with other bodies, except where we are legally required to do so or where you have agreed that we should. Examples include:
 - a) For safeguarding purposes
 - b) If you volunteer to represent us to bodies outside of Christchurch
8. We use personal information for internal communication and marketing of events. We will not share personal information unless you have provided us with permission. For example placing a notice in the Weekly bulletin.
9. We will only share personal information for external communications with your prior consent.
10. We will only store personal information of minors with the prior consent of a parent or guardian. This includes photos and videos.

C Data Categories

We collect and store personal information for those who are part of the church family. This includes people who fall into the categories tabled below.

No.	Category	Data Collected	Purpose
1	Church members and Adherents – people who take an active part in church services and events.	<ul style="list-style-type: none"> • Name • Address • Contact information (phone number, email address) 	<ul style="list-style-type: none"> • Contacting for internal events (newsletter, magazine, email) • Share contact details with other members (opt-in only) • Maintenance of Christchurch’s members’ list • Plan and distribute roles and rotas • Meet requirements such as Safeguarding and the DBS (Disclosure and Barring Service) • Ministry, pastoral work and prayer • Gift aid (opt-in only). This requires details to be retained for 7 years. • Record events such as weddings, baptisms and our cradle roll.
2	Church groups – people who attend any of the various groups and activities run by Christchurch, whether or not they attend services. This includes some organised events that require bookings.	<ul style="list-style-type: none"> • Name • Contact information 	<ul style="list-style-type: none"> • Contacting for specific events • Maintaining members’ list for the specific group in order to run the group safely and effectively.
3	Staff – people directly employed by Christchurch. This does not include our ordained ministers	<ul style="list-style-type: none"> • Name • Address • Contact Information • Payroll Details • HR Data 	<ul style="list-style-type: none"> • We process your data to meet our obligations under employment and related law and your contract, including but not limited to contact details, pay, leave, sickness, maternity pay and tax

No.	Category	Data Collected	Purpose
4	Minors – children and young people (under 18) whose participate in family and young person activities.	<ul style="list-style-type: none"> • Name • Contact information • Parents’ contact details 	<ul style="list-style-type: none"> • Contacting for internal events • Ministry, pastoral work and prayer
5	Public – people who are interested in Christchurch’s activities.	<ul style="list-style-type: none"> • Name • Contact information 	Responding to general or specific enquires.
6	External users - Organisations that are not part of Christchurch use our facilities. We do not record membership lists of these groups. We do record the contact information of the booking officer.	<ul style="list-style-type: none"> • Name • Contact information 	Communicate venue booking details.

D Your Rights

By law you have several rights over your personal information. These are summarised below.

1. Access to information

- You have the right to request the information that we hold about you by submitting a “Subject Access Request” to admin@christchurchhitchin.org.uk or contacting the church office.
- Upon receipt of a Subject Access Request we will supply you with a copy of your personal data within 30 days.

2. Correction of information

- You have the right to ask us to correct information that we hold about you. You can do so by contacting admin@christchurchhitchin.org.uk or the church office.

3. Disposal

- a) You have the right to ask us to dispose of any information that we hold about you. We will do this provided that we do not need to retain it to meet legal and related obligations (e.g. Gift Aid), or to fulfil our legitimate interests (e.g. because you remain an active part of the church family and we need your information to enable this).
- b) You can request your personal information to be disposed by contacting admin@christchurchhitchin.org.uk or the church office.

4. Restricted processing

- a) You have the right to ask us to restrict our processing of your information to limited purposes. Normally, this right will apply because of special circumstances and for a limited time. For example, you may need us to retain your information for legal reasons, after we no longer need to process it to meet our legitimate interests, or we may be investigating your claim that the information is not accurate.
- b) You can request your personal information to be restricted by contacting admin@christchurchhitchin.org.uk or the church office.

5. Portability

- a) You have the right to ask organisations to facilitate the transfer of your information. For us, however, this most often happens when members move away and therefore join other churches. In these circumstances, we communicate with the new church to enable the transfer of membership (but the contact details that we hold are generally no longer useful).

E Enquiries and Complaints

- Please direct enquiries about data protection to the Church Secretary at the Christchurch address, or admin@christchurchhitchin.org.uk
- Christchurch is part of two national denominations: the Methodist Church and the United Reformed Church
- The regulator for data protection in the United Kingdom is the Information Commissioner: <https://ico.org.uk/>.

F Review Date

To be approved by Christchurch's Trustee Oversight Group on 12th October 2022. This policy is next due for review in October 2023.

The full privacy notice for Christchurch can be found on the website of the Trustees for Methodist Church Purposes:
<https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>