



DATA PRIVACY STATEMENT

**St John's United Reformed Church, Canterbury Way, Wideopen,
Newcastle upon Tyne NE13 6JQ**

1. 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 General Data Protection Regulation (the 'GDPR').

2. Data Controller

The eldership (serving elders) of St John's United Reformed Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The eldership of St John's United Reformed Church 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 personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing 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 only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period*
Membership rolls	Indefinitely
Members, adherents and friends contact details	12 months after the last contact
Junior Church roll	Not currently held as we have no Junior Church. In the event we have this facility, records will be retained until the child/young adult reaches the age of 21.
Junior Church contacts	Not currently held as we have no Junior Church. In the event we have this facility, records will be retained until the child/young adult reaches the age of 21.
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Grave Records	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed of immediately after the event unless anything has occurred (eg and accident) which indicates that records should be retained for a longer period.
Personal data relating to accident or injury on church premises.	Disposed of immediately after person no longer has connection with St John's or by written request from individual and family member/emergency contact.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records.
Insurance Records	Indefinitely.
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely

* Retention. The Church's retention periods meet its own need and statutory compliance.

Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Visitors Books	Indefinitely

7. 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 the personal data which St John's United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of St John's United Reformed Church 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 St John's United Reformed Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary Mrs Carol Hogg at St John's URC Canterbury Way, Wideopen, NE13 6JQ or by email carol.hogg@talktalk.net.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Elders
St John's United Reformed Church
May 2018

Appendix 1

St John's United Reformed Church Safeguarding Policy Statement

The following statement was agreed by the leadership of St John's United Reformed Church.

This church is committed to the safeguarding of children and adults in need of protection, and to ensuring their well-being.

- We believe that all children and adults in need of protection should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adults Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers have responsibility to deal with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole church responsibility.

We are committed to:

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.

- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid staff, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them.

Name: _____ (on behalf of the church leadership)

Signed:

Date: