



## DATA PRIVACY STATEMENT

Jesmond United Reformed Church  
Burdon Terrace Jesmond Newcastle upon Tyne NE2 3AE

### 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 Jesmond 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 Jesmond 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 (e.g. DBS signatories) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church.
- as necessary for performance of contract to which data subject is party or necessary to take steps prior to entering into a contract at request of data subject.

### 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;
- Explicit consent of the data subject has been given;
- Necessary for performance of contract to which data subject is party or necessary to take steps prior to entering into a contract at request of data subject.

## 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 allow you to contact other church members, carry out a service to other church members or for purposes connected with the church.

We may disclose your personal information to companies and individuals who perform business functions and services on our behalf. Such functions may include storing data on an EEA located server, hosting the website and accountancy services.

We will only share your data with other third parties with your consent.

Jesmond United Reformed Church uses Facebook and Twitter social media. You are free to join these social media pages. Please note, however, that the providers of social media platforms have their own privacy policies and Jesmond United Reformed Church does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on Jesmond United Reformed Church social media pages.

## 6. How long do we keep data?

We retain data on the following basis:

Data Type	Retention Period
Member and Adherent List Contact Details	24 months after last contact
Financial Data	7 years after the calendar year to which it relates
Gift Aid Data	7 years after the calendar year to which it relates
Messy Church Contact Details	Indefinitely for safeguarding purposes
Parent & Toddler Group Contact Details	Indefinitely for safeguarding purposes
Wednesday Meeting Contact Details	24 months after last contact
House Group Details	24 months after last contact
Room Hirer Contact Details	24 months after last contact
Copies of Documents Containing Personal Details	7 years after the calendar year to which it relates
Registrar Data	Indefinitely
Prayer Request Data	24 months after last contact
Employee Records	24 months after last contact
Photographs and Videos Taken at Church Events	Retained indefinitely for historical records
Safeguarding Details	Indefinitely
Complaints (non - safeguarding)	Indefinitely
Minutes	Indefinitely

Health & Safety Incidents	Indefinitely
Visitors Books	Retained indefinitely for historical records
Contractors	5 years after last contact

## 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 Jesmond United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Jesmond 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 Jesmond 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 Office Administrator by email at [office@jesmond-urc.org.uk](mailto:office@jesmond-urc.org.uk) or by telephone on 0191 2814676.

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  
Jesmond United Reformed Church  
Burdon Terrace  
Jesmond  
Newcastle upon Tyne  
NE2 3AE

Date: May 2018