



**Winchmore Hill United Reformed Church**  
**Protection of Personal Data**  
**PRIVACY STATEMENT**

### **1. Personal data**

Personal data is information relating to any living individual who can be identified from it. Identification can be from the data itself or considered 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 ('GDPR').

### **2. Data Controller**

The Data Controller is the person who is responsible for storing data, protecting its privacy and deciding how it is processed and used. The Data Controller for Winchmore Hill United Reformed Church is the Elders Meeting of the church. (Contact details are given below).

### **3. How do we process your personal data?**

The eldership of Winchmore Hill 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 raise funds 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 in the church to the Synod Office and Church House. This enables the synodic and national administration of the United Reformed Church;
- to administer users of our premises;
- to decide on the suitability of any tenants in the manse;
- to make specific provision in a 'personal evacuation plan' under emergency procedures;
- to implement safeguarding work to protect children and adults at risk.

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

Personal data is processed or used because it is necessary for the legitimate interests or for the legitimate interests of a third party (such as another tier in the organisation in the United Reformed Church) for the purposes listed above.

Processing personal data is legally permissible provided that the processing relates only to members or former members (or those who have regular contact with) Winchmore Hill United Reformed Church in connection with the purposes listed above.

There is no disclosure without consent to a third party for use other than in accordance with one of these legal bases.

## 5. Sharing personal data

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 may use the services of a third party to perform functions relating solely to the activities of Winchmore Hill United Reformed Church such as Doodle Poll and MailChimp.

We will only share data with third parties with 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	24 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
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
Personal data relating to events for which additional information is gathered e.g. Church holidays	Disposed of immediately after the event unless anything has occurred (e.g. an accident), which indicates that records should be retained for a longer period.
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
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
References	12 months after last contact

## **7. Rights regarding personal data**

Unless subject to an exemption under the 'GDPR', the 'data subject' has the following rights with respect to their personal data:

- The right to request a copy of the personal data which Winchmore Hill United Reformed Church holds.
- The right to request that the eldership of Winchmore Hill United Reformed Church corrects any personal data if it is found to be inaccurate or out of date.
- The right to request that personal data is erased where it is no longer necessary for Winchmore Hill United Reformed Church to retain such data.
- The right to withdraw consent to the processing at any time.
- The right to request that the data controller provides the data subject with their 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 personal data, to request that 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 Commissioner's Office.

## **8. Further processing**

If we wish to use personal data for a new purpose, not covered by this Data Protection Notice, then we will provide 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 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 by email [whurc@btconnect.com](mailto:whurc@btconnect.com), by telephone on 020 8882 4776 or at Winchmore Hill United Reformed Church, 77 Compton Road, LONDON. N21 3NU.

The Information Commissioner's Office may be contacted by email <https://ico.org.uk/global/contact-us/email/>, by telephone on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.