

ST ANDREW'S UNITED REFORMED CHURCH, SHEFFIELD

DATA PROTECTION POLICY

Data Controller

The Data Controller is the Eldership of St Andrew's URC Sheffield acting as trustees of the church charity.

Data Protection Officer

The Data Protection Officer will be the Church Secretary.

Application of Data Protection Principles

The church will take all reasonable steps to ensure that all personal data are dealt with in accordance with the data principles set out in the Data Protection Act. Specifically : -

Personal data must be fairly and lawfully processed

The following are the legal bases for the processing of personal data by the church: -

- It is carried out by a not-for-profit body with a religious aim; the information processed relates only to members or former members (or those who have regular contact with the church or its organisations in connection with those purposes); and there is no disclosure to a third party without consent;
- Processing is necessary for compliance with a legal obligation e.g. safeguarding
- Processing is necessary for the performance of a contract e.g. room hire or payment for supply of goods or services
- Processing is necessary for carrying out our obligations under employment or social protection law.
- Explicit consent of the data subject is obtained where there is no other lawful basis for processing;

Personal data must be processed for limited purposes

We will only hold and process members and friends' personal data for the following purposes:-

- To administer membership records of the church and church organisations;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To fundraise and promote the interests of the church charity and other charities approved by the Elders;
- To enable us to provide a voluntary service for the benefit of the public in the local area, including the provision of pastoral care and spiritual support;
- To inform members and friends of news, events, activities and services running at St Andrew's and in other churches in Sheffield;
- To manage our employees (if any) and volunteers;
- To share member and friend contact details with the Yorkshire Synod office so they can be kept informed about news in the Synod and events, activities and services that will be occurring in the Synod and in which they may be interested.

Employee personal data will be held to fulfil our employment law obligations.

Room hirer and supplier personal data will be held because it is necessary for a contract or legal obligation.

Personal data must be adequate, relevant and not excessive

Personal data collected and held will be limited to the minimum necessary for the purpose.

Data will be treated as strictly confidential and will only be shared with members or friends of the church in order to carry out a service to other church members and friends or for purposes connected with the church.

Personal data must be adequate and up to date

Members and friends will be given an annual opportunity to check the accuracy of data held and amend any permissions given for its processing.

Personal data must not be kept for longer than necessary

Personal data will be kept for periods in accordance with the following retention policy:

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 18.
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 or incidents for which additional information is gathered	Disposed of immediately after the event or incident occurs unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
Personal data relating to spiritual support and guidance	Deliberately not recorded because confidential
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). One year's report will be disposed of after 3 years
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Room hire agreements	6 years after latest date of hire period or payment unless retained for archives
Visitors Books	Indefinitely

Data retained will be reviewed regularly and permanently removed once the retention period has expired, unless retained for archives.

Personal data must be processed in line with data subjects rights

We will only share subjects' data with third parties outside of the church with their consent. Consents obtained will be clearly defined and explicit.

Parental consent will be obtained for video or still photography which includes children.

Personal data must be processed securely

Data will be processed in a secure manner to prevent unauthorised access or accidental loss.

We will restrict the holding and processing of personal data relating to pastoral care and spiritual support to the minister and elders.

Processing of certain sensitive personal data required for safeguarding or DBS purposes will be restricted to named individuals.

Training on Data Protection regulations will be provided on a regular basis at the Church Meeting to those who hold and process personal data, including guidance on electronic storage and deletion, password protection and regular reminders concerning expiry of retention periods.

Shredding facilities will be provided if necessary for the destruction of data held in physical format.

Personal data must not be transferred to other countries without adequate protection

Personal data will not be transferred out of the UK, under any circumstances, except with the informed consent of the data subject.

Data Access Requests

All data access requests will be routed through the Church Secretary as Data Protection Officer. Such requests will be logged together with details of any subsequent disclosures.

Data Breaches

All data breaches should be reported to the Church Secretary as Data Protection Officer.