

Darent Valley Community Church

Data Protection Policy



Darent Valley Community Church (DVCC) uses personal data about living individuals for the purpose of general church administration and communication.

DVCC recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2018.

DVCC fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for DVCC will adhere to these principles.

The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Maintaining Confidentiality

DVCC will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the HM trustees and leadership team of the church in order to facilitate the administration and day-to-day ministry of the church.

There are four exceptional circumstances to the above permitted by law:

- Where we are legally compelled to do so.
- Where there is a duty to the public to disclose.
- Where disclosure is required to protect your interest.
- Where disclosure is made at your request or with your consent.

Use of Personal Information

DVCC will use your data for two main purposes:

- The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of rotas, maintaining financial records of giving for audit and tax purposes.
- Contacting you to keep you informed of church activities and events.

The Database

Information contained on the database will not be used for any other purposes than set out in this section. The database is password protected and will only be held by the pastor, the GDPR lead and the person who maintains the church directory.

Subject Access

All individuals who are the subject of personal data held by DVCC are entitled to:

- Ask what information the church holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed what DVCC is doing to comply with its obligations under the General Data Protection Regulation 2018.

Personal information will not be passed onto any third parties outside of the church environment.

Subject Consent

The need to process data for normal purposes has been communicated to all data subjects.

Rights to Access Information

Employees and other subjects of personal data held by DVCC have the right to access their personal data. This right is subject to certain exemptions. Personal Information may be withheld if the information relates to another individual. Any person who wishes to exercise this right should make the request in writing to the Trustees, using the standard letter which is available online from www.ico.gov.uk

If personal details are inaccurate, they can be amended upon request.

DVCC aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

DVCC Data protection Policy understanding and acceptance

Name:

Position/ role:

Dept:

I function in the roles below (please circle those that are applicable)

Trustee

Leadership Team

Staff member

Data input team member

I have read and understood this policy and agree to adhere to its contents.

Signed:

Date: