Moat Church URC

Privacy Notice 2023

Data Protection Statement

Moat Church, in the form of its Elders, endeavours to meet the highest standards when collecting and using personal information. Personal data will therefore always be: -

- ✓ Processed lawfully, fairly and in a transparent manner;
- ✓ Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- ✓ Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- ✓ Accurate and, where necessary, kept up to date;
- ✓ Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
- ✓ Processed in a manner that ensures appropriate security.

Moat Church will furthermore: -

- ✓ Be responsible for, and be able to demonstrate compliance with the GDPR.

Data Protection rights

Under the General Data Protection Regulation, you have the right to: access your information; rectify inaccurate or incomplete data; request the erasure of your information; restrict how your data is processed; and to object to the use of your information. Should you wish to exercise any of these rights or wish to discuss any concerns or queries please contact Moat's Elders on moatchurcheg@gmail.com or by using the contact details on Moat's website http://moat.org.uk Please note that we do not undertake data portability and do not use your data for automated decision making or profiling.

If you are unhappy with the way that Moat manages your personal data, you have the right to lodge a complaint with the ICO https://ico.org.uk/

Amendments and supplements

We may update this privacy notice from time-to-time by posting a new version on the on our website. You should occasionally check these pages to ensure you are aware of the changes. For more information about how the privacy notice is changed please contact the Elders using the details provided.

Information kept by Moat Church

Moat Church holds personal data[1] and special categories of personal data[2] on Church members, Church attendees and others who use Moat's services. This may include personal data, such as a record of church membership, including dates of joining and leaving details, contact details, financial records, attendance information and meeting records. It may also include photos or other images.

We also officially hold marriage, baptism and funeral registers for all services held at Moat.

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.

Source of the data

You will have provided much of the information we hold, but some may come from other internal sources, such as other members, and, in some cases, external sources such as referees.

What this information is used for

It may be used for the following purposes, to: -

- Administer membership records;
- The Moat Directory, which contains the contact details of church members and regular worshippers, is maintained to allow communications between us all. It will also be used to as a method of contact for Moat activities, such as church notices, the Moat Magazine etc.;
- Maintain our financial accounts and records (including the processing of gift aid, GASDS , Church Meeting records etc.);
- Provide news and information about events, activities and services at the church;
- Fundraise and promote the interests of the church;
- Manage employees and volunteers;
- Enable the church to provide voluntary services for the benefit of the public in our local community;
- To meet our legal obligations with regard to the Registration of weddings, baptisms and funerals conducted at the church;
- Provide the 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.

[1] Personal data is any information relating to an identified or identifiable natural person ('data subject')

[2] Special categories of personal data are personal data that reveal an individual's: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; It is also: the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person; data concerning health; or data concerning a natural person's sex life or sexual orientation

Sharing information

The Moat Directory is shared with other members and regular worshippers. If you do not want your information shared in this way, please let the Church Secretary know, when you initially provide your contact details.

If church members, attendees or other users of the church, choose the share special category data such as information about their health, this will be kept confidentially, unless otherwise indicated or required by law.

Except as outlined below, we will only share your data with third parties with your consent.

Where Moat church is subject to regulation, inspection or audit, information may be shared to enable those activities to be undertaken, such as to support HMRC investigations.

Personal data may be shared without consent, where Moat Church is legally obliged to do so, such as if it becomes aware of a safeguarding issue, which needs reported to the relevant officials.

Retention of records

Moat church endeavours to retain records for no longer than is necessary for their purposes.

Some records, such as the registration of marriages, baptisms and funerals are permanently retained. Similarly essential administrative records, such those relating to Church Meetings, AGMs etc are also retained in perpetuity. Most financial and employment records are retained for six years after the financial year to which they relate. Accident and complaint records are kept for three years and contacts for two years after last interaction. Junior Church roll will be kept until the young person reaches 21 years of age.

More details on our retention periods can be found in Moat's retention schedule (available upon request from the Elders team).

Lawful basis for processing

Consent/explicit consent

This information may be used by Moat on the lawful basis that you have consented to this by providing Moat and/or its elders with this information. For example, if you provide your contact details they will be kept and shared with other members and regular church worshippers, in line with our usual activities.

Legitimate interests

Moat may also be using this information as part of its legitimate activities as a religious organisation. For example, news of church members and attendees may be shared with others in the Moat magazine or at church services. Your contact details will also be used to inform you of church events and activities and will be provided to other member and regular worshippers to allow for communications between us all. If you do not want information about you used in this way please inform the Church Secretary when you initially provide this information

Processing carried out by a not-for-profit

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, outside of Moat's members and regular worshippers, without consent

Public task/legal obligation

Some of Moat's records, such as christening, marriage and death records, are retained permanently because we are legally obliged to do so.

as well as meeting minutes and the church magazine are permanently preserved. This may be because Moat has a legal duty to keep these records or because they are of historic value.

Necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

This relates to information retained for these purposes.

Historical archiving purposes

Moat is over 125 years old and has a prominent history both within the United Reformed Church and the local community. Some records, such as minute books, are therefore retained in perpetuity as being of historic value.

Reviewed by Elders, May 2023