

St Peters International Presbyterian Church, Liss

Privacy and Data Handling Policy

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by the General Data Protection Regulation (GDPR) 2016/679 and other legislation relating to personal data and rights.

Who are ‘we’?

This Privacy Notice is provided to you by St Peters International Presbyterian Church Liss (the data controller for your data), which in turn is part of the wider International Presbyterian Church (IPC). A summary of how we use your data, and your rights can be found at: <http://www.ipc-liss.com/members-resources/data-protection---your-rights/>.

The IPC is made up of a number of different organisations and office-holders who work together to deliver the Church’s mission in our community. We work together in different ministry groups, and across different churches in the Synod:

- the Pastor;
- the Elders;
- the Deacons
- the wider Synod and members of Presbytery;
- leaders of different ministries

As the Church is made up of all of these people and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations/people referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers has their own tasks within the Church, and a description of what data is processed and for what purpose is set out in this Privacy Notice. This Privacy Notice has been prepared by the Session of St Peters IPC, Liss, on our own behalf and on behalf of each of these data controllers.

What data do the data controllers listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, aliases, photographs and videos;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers (for example with Gift Aid);
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin; mental, emotional and physical health; or data concerning criminal records.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up-to-date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure, and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- to enable us to meet our legal or statutory obligations;
- to enable us to adhere to obligations as set out in the IPC Book of Church Order;
- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice with the aim of ensuring that all children and adults-at-risk are provided with safe environments – this includes regular DBS checks;
- to minister to you and provide you with pastoral and spiritual care
- to organise and perform baptisms, weddings and funerals;
- to deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller (Book of Church Order);
- to administer the membership records, including the IPC Directory;
- to fundraise and promote the interests of the Church and charity;
- to maintain our own accounts and records;
- to process a donation that you have made (including Gift Aid information);
- to seek your views or comments;
- to process votes in election of Officers to the Church;
- to notify you of changes to our services, events and role holders;
- to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- to process a grant or application for a role;
- to enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- and any other purpose that is deemed necessary and commensurate with the Church's published aim and objectives.

What is the legal basis for processing your personal data?

Much of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another fellowship within the wider International Presbyterian Church). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Examples of this would include processing your data in connection with the hire of church facilities, or taking up a voluntary role within the church.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Some of our processing is necessary for compliance with a legal obligation, eg the police or legal system.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your **consent** to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- the appropriate bodies within the International Presbyterian Church;
- our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software (eg Yahoo Mail; Gmail; Mail Chimp, EventBrite; Dropbox or similar);
- other Elders, Deacons, or church members nominated by the Eldership to support the mission of the Church in our community. For example, our Elders are supported by the Synod, who may provide confidential mentoring and pastoral support where personal information may be shared;
- other persons or organisations operating within the community including, where relevant, local Schools and Subsidiary Bodies; and
- on occasion, other churches with which we are carrying out joint events or activities.

How long do we keep your personal data?

We will only keep records if it is necessary and proportionate to do so for the normal functioning of church life. The Session maintains a discretion in deciding which documents are held, and for how long. We may keep some records for an extended period of time; for example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. On rare occasions, we may keep some records permanently if legally obliged to do so.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights. You can contact the Data Steward or the Pastor confidentially (see details below).

1. The right to access information we hold on you
 - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
 - If the data we hold on you is out-of-date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.

- When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
 - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
 5. The right to data portability
 - You have the right to request that we transfer some of your data to another data controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 7. The right to restrict the processing of certain personal data where applicable.
 8. The right to lodge a complaint with the Information Commissioner's Office (see below for details).

Transfer of Data Abroad

Due to the International nature of our Synod, some personal data may be sent abroad (for example in a newsletter or prayer request). Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

Such processing will be compliant with the GDPR and other applicable laws.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

Data Steward for St Peters IPC, Liss: John Barrs; johnba@ipc-liss.com

Pastor: James Buchanan; pastor@ipc-liss.com; 01730 858722

Church Address: St Peters Church, Church Street, Liss, GU33 6JY

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.