

# **DATA PRIVACY NOTICE**

## **EPHING FOREST COMMUNITY CHURCH**

### **1. Personal data – what is it?**

Personal data means information held electronically or manually, which relates to a living individual, who can be identified from that data.

It can be factual, or an opinion, or a statement of intention about them.

We always store and dispose of personal data securely.

### **2. Who controls the data?**

The “Data Controller” is the Leadership Team at Epping Forest Community Church. They decide how your personal data is processed & used and for what purposes.

### **3. What does processing personal data mean?**

It means that Epping Forest Community Church uses personal data in the following ways:

- by keeping it 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;
- by ensuring that appropriate technical measures are in place to protect personal data.

### **4. What does EFCC use personal data for?**

- To keep and maintain accurate membership records
- For financial accounts and records, in particular the processing of Gift Aid payments
- To facilitate smooth running, good practice and safety/emergency procedures for all activities, initiatives & events which are organised or hosted by EFCC, in accordance with our Trust Deed.
- To manage employees, interns and volunteers
- To inform people of news, events, meetings and activities at, or connected with EFCC

### **5. What legal basis do we have for processing your personal data?**

We are classed as a not-for-profit organisation, with a religious aim.

This means that we are allowed to process personal data so long as both of the following are true:

- 1) the processing relates only to members or former members of EFCC or those who are connected with us because of the activities they or their children attend
- and**
- 2) there is no disclosure of information to a third party without the prior consent of the individual

### **6. Sharing personal data**

Personal data is treated as strictly confidential and only 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.

However, we will share information if:

- we are obliged to do so by law
- it is in the national interest
- it would put someone at risk of harm if we do not
- we have been given your consent to do this for a specific purpose

## 7. How long do we keep your personal data?

We retain data on the following basis:

Record Type	Retention Period
Contact details for members, families and friends of EFCC/groups run by us	24 months after the last contact, unless someone specifically requests otherwise
Gift aid declarations and related paperwork	7 years after the calendar year to which it relates (for tax purposes)
Register of Baptisms	Indefinitely
Personal data relating to one off events for which additional information is gathered e.g. consent forms	Disposed of immediately after the event unless anything has occurred which means that records are legally required to be kept for a longer period e.g. an accident/safeguarding issue
Personal data relating to regular, periodic events for which additional information may need to be gathered e.g. Soul Survivor, Christmas Lunch	18months after the event unless anything has occurred which means that records are legally required to be kept for a longer period e.g. an accident/safeguarding issue
Records of attendance of children, young people, team leaders and helpers	Indefinitely (for safeguarding purposes)
Photographs and videos of people or events associated with EFCC	24 months after the event – selected items may be retained for historical records with permission. No images will be published without consent.
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry. If the accident involves a child/young adult, then until that person is 21
Complaints (non-safeguarding)	3 years after resolution of complaint, unless further action is anticipated
Minutes of meetings which relate to groups or initiatives within the church	For the life of the group/initiative - or indefinitely if required by law
Prophetic words given to the church	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records	6 years after transfer or value taken
Hall bookings – clients' details	1 year after the last booking
Other records	As long as is necessary for the duration or purpose of the matter or initiative

**Personal information is always stored and disposed of securely.**

## 8. Your rights and your personal data

You have the following rights with respect to your personal data and how we use it: -

- To request a copy of whatever personal data EFCC holds on you;
- To request that EFCC corrects your personal data if it is found to be inaccurate or out of date;
- To request that your personal data is erased if it is no longer necessary for EFCC to retain it;
- To request that EFCC provides you with your personal data and - if required - to transmit this directly to another data controller if possible;
- To withdraw consent to processing your data - see section 3;
- To object to the processing of such data;
- To ask for a restriction to be placed on processing (especially if you dispute the accuracy of what is recorded about you);
- To lodge a complaint with the Information Commissioners Office.

## 9. 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 the new use.

We will do this before we start the processing and we will set out the relevant purposes and processing conditions.

Wherever and whenever necessary, we will seek your prior consent for new processing.

## 10. Contact Details

In the first instance, please contact the church office at: [admin@efcchurch.org.uk](mailto:admin@efcchurch.org.uk)

If you have a concern or a question about the way we handle your information, you can contact:

### The Information Commissioners Office (ICO)

by phone: 0303 123 1113

via email: <https://ico.org.uk/global/contact-us/email/>

or write to: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.