

Privacy and Data Protection for the Parish of St Sidwell' and St Matthew

Here at St Matthew's Exeter we take your privacy seriously. We respect the privacy of individuals and recognise the need to treat personal information in an appropriate and lawful manner and we are committed to comply with our obligations under the General Data Protection Regulation (GDPR) in this regard, in respect of all personal data we handle. We will only use your personal information for general church administration, to contact you and to provide you with information regarding services, events and other things you have requested from us. We may also be asked by church staff, hub leaders or rota managers to pass your details onto them, so that they can contact you directly with regards to church matters in which you have expressed an interest. We will not sell any lists of church members to third parties or pass your details onto others outside St Matthews.

Your personal information

In general, we only collect and store contact details and other personal data information about people who are connected with the church and who have requested us to keep them informed about church activities and other matters. This helps us to communicate well with you about church activities with which you are involved and new events that are coming up. It also helps the staff team with their oversight of what is happening in the church and who is involved. We may also record attendance information, for instance in children's groups, to help us manage these groups effectively and for child protection requirements. Your financial information is held when you make a donation or other payment to the church using any payment method, and when we make a payment to you by any method.

Where your personal information is held

Your personal information is held on secure computer systems operated by St Matthew's Exeter, within our office at St Matthews Church, Exeter, EX1 2LJ. These computers are password protected. Some personal information can also be accessed by staff on mobile devices, which are also password protected. Authorised staff and volunteers also store paper and electronic data securely in their own homes. Financial information is held securely offsite by our book-keeper and treasurer in both paper and electronic forms. In the church office paper records with your personal information are kept in locked cupboards and only accessible by authorised Church staff. On-line data is kept on Google Drive and ChurchSuite which have their own Data Protection Policies that comply with GDPR.

Processing Data

The General Data Protection Regulations provide several acceptable reasons for processing your information. If you are regular attendee of the church or a recent new contact, then we use the "Legitimate Interest" reason because keeping your contact details is important to running the church. If you are not a regular attendee, then we use the "Consent" reason which requires us to obtain your opt-in consent allowing us to process your data.

How long will your information be retained?

If you are a previous church attendee who has now left the church, we may keep your name on record, for historical or statistical purposes for a limited period of 3 years. We may keep more details and for longer periods if you have been involved in ministries that have legal record-keeping obligations such as child protection, employment or accident reporting. We retain electoral roll data while it is still current, gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate in order to comply with the

requirements of HMRC, and parish registers (baptisms, marriage, funerals) permanently. Details of retention policies for many different scenarios are published by the Church of England and could be more than 50 years.

How we use your information

The information that we keep usually consists of your name, adult/child, gender and family connections. If you have provided them to us then we will also keep your address, telephone, email addresses, mobile number, allergies and date of birth.

If the church is involved in any pastoral care of you then information relating to this may be stored. We will also store information regarding membership of groups or committees within the church, such as being an attendee of a congregation or hub/small group. We may also process and store information on any invitations we have sent to you for activities or events, your attendance at any activities or events and all information we may have requested for the purposes of DBS checks. It will also be necessary to store information about ministries you are involved with and the dates and times of any duties associated with those ministries.

We may "profile" the information we collect about you and use automatic processing particularly for the purposes of choosing how relevant a church activity is to you based on group membership, age, gender or address.

If you are involved with a ministry at church we may email or text you about this ministry, for instance with rota updates or information about what's coming up. If you opt in to receiving emails about new ministries, and events then we can keep you advised of those things that may interest you.

Your rights and your personal information

You have various rights under the General Data Protection Regulations:

- The right to request a copy of your personal data which we hold about you
- The right to request that we correct any personal data if its found to be inaccurate or out of date.
- The right to request that your personal data is erased where it is no longer necessary for us to retain that data (i.e. where there is no legal requirement on us to retain it, and where it is not required for running the church).
- The right to withdraw your consent to processing at any time, where processing is of a kind that requires consent.
- The right to request that we transmit your data directly to another church or organisation where possible.
- The right to request a restriction on further processing of your data, for example if you have lodged a formal complaint and are awaiting the outcome.
- The right to lodge a complaint with the Information Commissioner's Office (ICO) if you think we have been mishandling your data.

The full detail of your rights can be found on the ICO's website at <http://ico.org.uk>

Requests requesting data protection should be sent to the Church Office, St Matthew's Church Hall, Lower Summerlands, Exeter, EX1 2LJ or via email to info@stmatthewsexeter.org The PCC of St Sidwell's and St Matthew's Parish, Exeter is a registered charity, number 11269445