

CHRIST CHURCH BARNET - PRIVACY AND DATA PROTECTION POLICY

1. THE DATA PROTECTION ACT

The Data Protection Act 1998 applies to processing of personal data carried out electronically. It also applies to paper-based records of personal data but only those which are of sufficient sophistication to provide the same or similar ready accessibility as a computerized filing system. Christ Church will act in accordance with the Data Protection Act at all times.

1.1 Definitions of terms in this Policy

1.1.1 Personal Data

This is defined as 'data which relate to a living individual who can be identified from those data' or from those data and other information which is in the possession of (or is likely to come into the possession of) the data controller. This includes opinion about the individual and the intentions of the data controller or any other persons in respect of the individual.

1.1.2 Sensitive Personal Data

This is defined as data consisting of information as to -

- (a) the racial or ethnic origin of the data subject,
- (b) his political opinions,
- (c) his religious beliefs or other beliefs of a similar nature,
- (d) whether he is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992),
- (e) his physical or mental health or condition,
- (f) his sexual life,
- (g) the commission or alleged commission by him of any offence, or
- (h) any proceedings for any offence committed or alleged to have been committed by him, the disposal of such proceedings or the sentence of any court in such proceedings.

1.1.3 Data Controller

The Data Controller is the organisation who collects and decides the use of any data, in this instance, Christ Church.

1.1.4 Data Processor

The Data Processor is the organisation who processes (stores and administers) the data on behalf of the Data Controller. Christ Church acts as both Data Controller & Data Processor

2. INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you when you complete a database form or enter your details onto the website, or from correspondence we may receive from you or if you are a member of staff.

- Your name
- Your email address
- When you contribute, or upload any information, to the Website, we will store such information for the purpose of providing the Website.

- If you contact us, we may keep a record of that correspondence.
- We may also collect and store details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes and the resources that you access.

3. IP ADDRESSES AND COOKIES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

4. WHERE WE STORE YOUR PERSONAL DATA

At present, all data you provide to us is stored on our system and/or our supplier's secure server, and we currently do not transfer data outside of the European Economic Area ("EEA"). Should this change, the data that we collect from you will not, without adequate safeguards, be transferred to, and stored at, a destination outside the EEA. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

5. USES MADE OF THE INFORMATION THAT WE COLLECT

We will also use the information held about you to:

- Communicate with you on how you interact with the Church, for example, to thank you for a donation or confirm a Gift Aid declaration.
- Ensure that content on the Website and Church Suite is presented in the most effective manner for you and for your computer
- Notify you about changes to our service, Church Suite and the Website
- To monitor your use of the Website, Church Suite; and to aggregate statistics about users, traffic patterns and related Website, Church Suite information in an anonymous form.

6. OUR DATA PROTECTION PRINCIPLES

6.1 Core Principles

6.1.1 Christ Church will endeavour to ensure that individuals are aware of any information collected, processed, stored or used with respect to them.

6.1.2 Christ Church will use data collected for a specific purpose; (please see section 6) for that purpose only and not, without the express permission of the individual, for any

other.

6.1.3 Christ Church will attempt to ensure that data collected is adequate, relevant and not excessive.

6.1.4 Christ Church will take reasonable steps to ensure the accuracy of the data.

6.1.5 Christ Church will not store any data longer than is reasonable with respect to the purpose for which the data was collected.

6.1.6 Christ Church acknowledges the right of the individual to find out what personal information that is held about them and to request that any errors in their personal information are corrected. Any access request **may** be subject to a fee to meet costs in providing the individual with details of the information held about them. The Data Protection Officer will respond promptly and within 40 days of the request.

6.1.7 The individual may at any time request that Christ Church does not use their personal information for marketing purposes, and Christ Church will action this within 28 days of receipt of the request. Individuals can make this request by:
This request excludes communication for administrative purposes, for example, receipt of a donation.

6.1.8 The individual may request at any time, amendment of any of their personal information (other than that excluded by the Data Protection Act) that is held by contacting the Data Protection Officer.

6.1.9 Christ Church will take appropriate measures to prevent both unauthorized and unlawful access to personal data and accidental loss or destruction of personal data.

6.1.10 Christ Church does not expect to transfer data outside of the EEA. Should this be necessary, Christ Church will first ensure that a country or territory has an adequate level of protection for the rights and freedom of an individual.

6.2 Sensitive Personal Data

When personal data is 'sensitive', as defined by the Data Protection Act, Christ Church will ensure that people have given permission for their data to be recorded.

6.3 Photographs

Should any photographs be taken for the use of Christ Church, consent will be sought from the individuals concerned, or their parents (if under the age of 18). It will be made clear as to the use of the individuals image, what it will be used for, who might look at the pictures and how long it will be kept.

6.4 Children (Under 18 years of age)

When requesting data from individuals which relates to their child/children, the Parents/Guardian will be asked to agree that Christ Church may collect, process, store and use any personal information which is provided by them, for the purposes of keeping the child/children safe. Christ Church may also from time to time provide the parent/guardian with information about the current and future programme of activities and for facilitating administration.

Church Suite holds such information given by the parents/guardian of children until their 18th Birthday when it is automatically archived; it will not be transferred to the Adult Database without the permission of the named individual.

7. DISCLOSURE OF YOUR INFORMATION

We will not sell your data to any third parties, under any circumstances.

We may disclose your personal information to third parties, only if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply these terms and other agreements; or to protect the rights, property, or safety of Christ Church, our congregation, or others. This includes exchanging information with companies and organisations for the purposes of fraud protection, age and identity verification.

8. SYSTEMS

8.1 Website

Christ Church respects the privacy of every individual who visits our website. The data protection policy in relation to the website can be found also be found on the website or by request from the Parish Office.

8.2. Church Suite

Primarily, but not solely, CCB uses [ChurchSuite](#) to manage and maintain your personal data. For reference this is their [Database Security](#) information and [Privacy Policy](#).

9. CHANGES TO DATA PROTECTION POLICY

Any changes we may make to this policy in the future will be notified via the Church Noticeboard and where appropriate, notified to you by mail/email.

10. CONTACT

Questions, comments and requests regarding this policy are welcomed and should be addressed to: **The PCC. Christ Church Barnet EN5 4LA**

Data Controller: PCC Christ Church Barnet

Data Protection Officer: Julian Desborough

Next review date: April 2018 in preparation for the new General Data Protection Regulations