

# Trinity-Henleaze United Reformed Church Privacy Notice

## Introduction

This notice applies to services we provide to Church members, attendees and members of the public, by us, Trinity-Henleaze United Reformed Church. We will process your data in accordance with the Data Protection Act (2018). Our Data Controller is our Church eldership.

## Your personal information

We will process your personal information (including sensitive data) that you or others give us, as appropriate to the services we provide.

If you limit the personal data you give us, it may limit the service we can give you.

## Using your personal information

We will process your personal data for the following purposes, as appropriate:

- to administer our membership records;
- to promote communication within our community of Church members, attendees and the wider church;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services of the Church;
- to fundraise and promote the interests of our Church;
- to manage our employees and volunteers;
- to enable us to provide services for the benefit of the public in our local community including the hiring of our facilities, managing our contractors, and managing Health and Safety;
- to perform religious activities such as baptisms, weddings, funerals and prayer requests.

The legal grounds that we will use to process your data will include:

- performance of contracts (eg. for facility hire)
- meeting our legal obligation(s) (eg. for gift aid, marriage services)
- pursuing our legitimate interests (eg. our religious activities)
- protecting your vital interests or those of others (eg. looking after your safety)

Your sensitive personal data will generally be processed by us as a not for profit religious body.

We do not use automated decision making.

## Data retention

We will keep your personal data for the periods given in the retention schedule given below.

Record type	Retention period
Membership record	7 years (then archived)
Junior Church members Elders pastoral groups	2 years from last contact
Year book	2 years from last contact
Safeguarding	21 years
List of Elders/Trustees	As required by the Charities Commission
Newsletter contact details	1 year
Employee data	6 years from end of employment
Volunteers	1 year
Facility hirers	2 years
Bank details for invoicing, payments, and donor standing orders	Indefinitely
Gift aid declarations	6 financial years
Baptism records	Full registers archived
Wedding records	As required by Registrar General
Outreach groups attendees	2 years from last contact
Accident book	3 years
Meeting minutes	7 years (then archived)
Photos /videos	2 years

## **Sharing your personal information**

Your personal information may be shared as follows:

- if you hold a recognised role in the Church – regional Synod and United Reformed Church
- if you are a Church Trustee – the charity commission and our bank
- if you are a Church member – other Church members
- if you request a service from us – our staff or contractors that supply that service
- if you are married in our Church – the marriage will be a matter of public record via the Registrar General.

## **Your rights and choices**

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To exercise any of these rights please contact our Data Controller.

## **How to contact us**

For all data protection queries, including exercising your rights, please contact our Data Controller, c/o Church Secretary, Trinity-Henleaze United Reformed Church, Waterford Road, Henleaze, Bristol BS9 4BT , or email [secretary@thurc.org.uk](mailto:secretary@thurc.org.uk)