

Data Privacy Notice (compliant with General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA)



As part of our basic record keeping The Church at Carrs Lane collects and processes personal data relating to its congregation. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?

The Church at Carrs Lane acts as the Data Processor and collects only basic contact information about you, as follows – your name, address, email address and telephone number. We ask all members of the congregation to complete a Consent Form for this purpose. Data will be stored in a range of different places, including IT systems and email.

Why does The Church at Carrs Lane process personal data?

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public;
- to provide contact details of officers and others with specific responsibilities (e.g. DBS signatories) to the denominational offices of the United Reformed and Methodist Churches.

We will not share your data with other third parties.

How does The Church at Carrs Lane process personal data?

The Church at Carrs Lane complies with its obligations by keeping personal data 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 and by ensuring that appropriate technical measures are in place to protect personal data.

What is the legal basis for processing your personal data?

Legitimate interests of the data processor so that we can keep you informed about news, events, activities and services of the church.

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: –
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

(cont. overleaf)

Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church or staff in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent. This includes seeking your consent for any images or photographs of members and friends which might be included on our church website.

How long do we keep your personal data?

We retain your personal data until such time as you are not a member of this congregation. Gift aid declarations and associated paperwork is kept up to 6 years after the calendar year to which they relate. Baptism, marriage, and funeral registers are kept permanently.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Clerk to the Trustees (clerk@carrslane.co.uk) or the Church Secretary (secretary@carrslane.co.uk).

Date of Notice - June 11th 2018

Reviewed by the Clerk to the Trustees - 13 August 2019

(More comprehensive information regarding our Data Privacy Policy can be found on the "Trustees for Methodist Church Purposes" (TMCP) website using the following link. TMCP act as our Data Controller)

<https://www.tmcp.org.uk/kcfinder-uploads/files/managing-trustees-privacy-notice.pdf>