Harefield Church

Privacy Policy

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Introduction

Harefield Church is a UK based Christian church.

We value everyone who engages with us by whatever means, and we do all we can to protect your privacy and to make sure the personal data you provide us is kept safe. This policy explains how we collect data, how we use and store information and what it means for you.

Who we are

Harefield Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

Harefield Church

Momples Road
Harlow
Essex
CM20 3EH

Charity no: 1149323

Company no: CE016894

What information we collect

This policy explains how the Church and the website comply with the DPA (Data Protection Act) and the General Data Protection Regulation (GDPR).

Harefield Church complies with its obligations under the GDPR 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.

Harefield Church takes your privacy very seriously. We have adopted this Privacy Policy as we recognise the right of people to keep their personal information private. This Privacy Policy covers Harefield Church's treatment of personally identifiable information that we collect or hold.

When you visit, or register for services on our site Harefield Church will collect general information about you, such as your name, address, contact details so we can contact you. We may also collect information about your usage of our website as well as information about you from e-mails or letters you send to us.

Visiting the Harefield Church website

From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of our Privacy Policy which govern Harefield Church's relationship with you. If you disagree with any part of these terms and conditions, please do not use our website.

Cookies

The church website uses cookies – small text files that are placed on your machine to help the site provide a better user experience.

In general, cookies are used, for example, to remember you are logged in, have visited a site before, or what your personal preferences are. They are also used for store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

What we do with your data

Harefield Church uses personal data about living individuals for the purpose of general church administration and communication. Harefield Church recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017

Harefield Church fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for Harefield Church must adhere to these principles.

ICO registration

Our Data Protection Public Register reference is ZA598543.

Your personal data – what is it?

Personal data relates to a living individual (the "Data Subject") who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

The Principles

The principles require that personal data shall:

- Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and where necessary, kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
- Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

How do we process your personal data?

Harefield Church complies with its obligations under the "GDPR" 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.

We use your personal data for the following purposes: –

- The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of rotas, maintaining financial records of giving for audit and tax purposes (including the processing of gift aid applications).
- To administer membership and contact records;
- To manage our employees and volunteers;
- Contacting you to keep you informed of church activities and events.
- Statistical analysis; gaining a better understanding of church demographics.

Storage of information

Information is stored upon various servers and databases –

- Payroll bureau – processing of payroll;
- Web hosting – church website;
- Mailchimp – newsletters
- Church server – documents, accounts, etc.
- ChurchSuite – rotas, names and addresses.

1. Access to databases and servers is strictly controlled through the use of name specific passwords, which can be updated and controlled by the individual.
2. Those authorised to use our storage of information only have access to their specific area of use within a database. This is controlled by the Data Controller and other specified administrators. These are the only people who can access and set these security parameters.

3. People who will have secure and authorised access to the database include Harefield Church Staff, Church Leaders, Life Group Leaders, volunteers and Harefield Church Trustees.
4. Our databases will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.
5. Subject Access – all individuals who are the subject of personal data held by Harefield Church are entitled to:

- Ask what information the church holds about them and why;
- Ask how to gain access to it;
- Be informed how to keep it up to date;
- Be informed what Harefield Church is doing to comply with its obligations under the 1988 Data Protection Act.

1. Personal information will not be passed onto any third parties outside of the church environment.
2. Subject Consent – The need to process data for normal purposes has been communicated to all data subjects.
3. Sensitive personal data may only be processed with the explicit consent of the individual.

Rights to Access Information

Employees and other subjects of personal data held by Harefield Church have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

Any person who wishes to exercise this right should make the request in writing to braodcast@harefieldchurch.org.

How long do we keep your personal data?

We only keep information as legally required and information that is relevant to the work of the church and charity.

Specifically we retain gift aid declarations and associated paperwork for a minimum of 7 years after the tax year to which they relate.

If personal details are inaccurate, they can be amended upon request

You can update your personal details and password online.

Harefield Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay.

In such cases, the reason for delay will be explained in writing to the individual making the request.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which Harefield Church holds about you;
- The right to request that Harefield Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Harefield Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

Maintaining Confidentiality

Your personal data will be treated as strictly confidential and will only be 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.

We will only share your data with third parties outside of the church with your consent.

All Harefield Church staff and volunteers who have access to Personal Data are required to maintain confidentiality of personal information.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Security

Harefield Church will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not a secure method of transmitting information. Accordingly, Harefield Church cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. We take security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. Your information will be held for a reasonable period or as long as the law requires.

Changes to this Privacy Policy

The Church may amend this Privacy Policy from time to time by having the amended version available on our website at www.harefieldchurch.org

We suggest that you visit our website regularly to keep up to date with any changes.

Contact details

To exercise all relevant rights, queries of complaints please in the first instance contact the Harefield Church by email to info@harefieldchurch.org or write to Harefield Church, Burgoyne Hatch, Momples Road, Harlow, Essex, CM20 3EH.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.