

TOTNES GOSPEL HALL



www.totnesgospelhall.org.uk

DATA PRIVACY STATEMENT

15 Castle Street, Totnes, Devon, TQ9 5NU

1. Personal data

Personal data relates to a living individual 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').

2. Data Controller

A Trustee of Totnes Gospel Hall is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of Totnes Gospel Hall 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 personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records.
- to provide news and information about events, activities and services at the church;
- to promote the interests of the church;
- to manage volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to government organisations.

4. What is the legal basis for processing your personal data?

- 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; or

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

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 with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact.
Monday/Friday Club Records of attendance of children/young people and helpers	50 years for safeguarding purposes.
Monday/Friday Club contact information.	7 years after the last contact.
Register of Baptisms	Indefinitely.
Register of Funerals	Indefinitely.
Personal data relating to events for which additional information is gathered.	Disposed of immediately after the event unless anything has occurred (e.g. and accident) which indicates that records should be retained for a longer period.
Photographs and videos of events and activities	24 months after the event – selected items retained for historical records.
Insurance Records	Indefinitely.
Safeguarding matters	Indefinitely or until advised otherwise by authorities.
Accident Books	Records for children/young people must kept for 20 years after the child became an adult (18 years). Records for adults must be kept for 20 years.
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)

7. 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 the personal data which Totnes Gospel Hall holds about you (a Subject Access Request or 'SAR');
- The right to request that the Oversight of Totnes Gospel Hall 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 Totnes Gospel Hall to retain such data;
- The right to withdraw your consent to the processing at any time;

- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- 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 object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary.

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.

The Oversight.
Totnes Gospel Hall
3.5.18