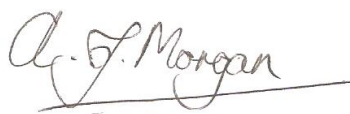


Hexham Community Church

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| Policy Title | Data Protection Policy |
| Policy No | RHCC003 |
| Author | Pauline Woodhouse |
| Date | MAY 2018 |
| Date ratified by Trustees | September 2018 |
| Signature (Chair of Trustees) |  |
| Date reviewed | May 2022 Sept 2025 |
| Planned review date | September 2028 |

1 Meanings

HCC is Hexham Community Church

UK GDPR – General Data Protection Regulation (UKGDPR) 2021 which covers and is alongside the Data Protection Act 2018 (DPA 2018).

Data – any personal information held by HCC, on paper or electronic format, by which an individual may be identified.

2 The scope and purpose of this policy

This policy covers all ministries and activities of both Hexham Community Church, and Hexham Eden and relates to all members of the church and wider congregation, together with anyone associated with the church and its activities, including employees.

The purposes of this policy are for HCC to work within the UK GDPR which came into force in January 2021.

The UK GDPR regulations ensure that the individual's rights to privacy, security and accuracy are maintained with regard to their data (personal information). The individual also has the right to see what information is held about them by an organization, have the right to correct any errors, and the right to be "forgotten". This definition is not exhaustive, and further information may be obtained from the Information Commissioners Office. It is entirely your choice whether you give us information about yourself or not.

However, it should be noted that some legal and financial requirements take precedence over the UK GDPR – for example the need to retain financial records for a specific amount of time after the last transaction.

3. DATA PROTECTION STATEMENT

Keeping your personal details secure is very important to us. By providing information you agree to allow HCC to contact you based on the consents you have given us in accordance with current data protection law. We will never make your personal information available for marketing purposes to external individuals or organisations. For more information email office@hexhamcc.com

3.1 HOW WE COLLECT INFORMATION ABOUT YOU

We collect information about you when you give us your personal details, so we can contact you as a member of the congregation, and if you decide to become a member of HCC. This may be when you visit us or send us an email relating to church life. We also collect information from employees regarding their employment.

3.2 WHY WE COLLECT INFORMATION ABOUT YOU

We collect information about you for the following reasons:

- To enable us to contact you with regard to the ministries and programme of HCC, and other events or information we believe may be of interest to you, including those offered by Taking Ground, and other Christian organisations. These events may not be provided or located at HCC.
- To maintain up to date information regarding our congregation and the activities of the church
- To keep the necessary financial records of income received by the church
- In the interests of Safeguarding our children, young people and those with learning and support needs.
- As an employer.

3 3 KEEPING US UP TO DATE WITH YOUR DETAILS AND CONTACT PREFERENCES

Please tell us as soon as possible of any of your contact details change so that we can keep our records up to date. You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above. You can unsubscribe from our regular emails at any time by informing us of this.

3.4 WHO SEES YOUR INFORMATION?

Your personal data will be treated as confidential, and the information we hold about you is used only within HCC. We do not pass any of your personal information to any other organisations and/or individuals without your express consent.

3.5 OUR USE OF YOUR INFORMATION

The information that you provide will be used to keep church membership records, and also give you information about the ministry of HCC, events, and other activities described on our website or promotional material. We may also use the information to manage our employees and volunteers, and to maintain our own accounts (including the processing of Gift Aid).

3.6 HOW LONG DO WE KEEP YOUR INFORMATION?

The length of time we keep the information you have given us depends on the context in which you provided it.

We will only keep information regarding your membership of HCC that is necessary for us to remain in contact with you and for the purpose of maintaining current church membership records.

As an employer, again we will only keep records regarding your employment for as long as is deemed necessary once employment ceases

We will keep records of any financial transactions you enter into with us for a minimum of six years. This will enable us to meet with accounting requirements and respond to any questions from you that arise during that period. Gift Aid declarations and transactions must be kept for a minimum of 12 years after the Gift Aid is no longer valid.

3.7 WHERE DO WE STORE YOUR PERSONAL INFORMATION?

We may store your information on computers (hard drives or cloud-based storage) paper, or both. Paper files that contain information other than names and contact details are kept on secure premises in locked filing cabinets.

3.8 VIEWING THE INFORMATION WE HOLD ABOUT YOU

You may request details of all the information HCC holds about you by contacting the church administrator (GDPR Lead) at office@hexhamcc.com or 01434 601113

We always try to ensure data we hold is accurate and up to date – please advise us of any changes. You may ask that any wrong information about you is corrected, and/or removed if is no longer necessary for the information to be kept. You also have the right to withdraw your consent regarding the use of your personal information at any time.

You can contact the Information Commissioners Office on 0303 123 113 or via email

<https://ico.org.uk/global/contact-us/email/>