



Hope Church

Data Protection Policy

Dan Spires is the Data Controller for the purposes of the Data Protection Act (1998) on behalf of Hope Church, Worcester.

Hope Church uses personal data about individuals for the purposes of general church administration and communication. Hope 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 Data Protection Act 1998.

Hope Church fully endorses and adheres to the eight principles of the Data Protection Act. 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 Hope Church must adhere to the following principles:

Data shall:

1. Be processed fairly and lawfully and shall not be processed unless the following conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and, where necessary, kept up to date
5. Not be kept for longer than is necessary for that purpose
6. Be processed in accordance with the data subject's rights
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures
8. 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.

These are the categories of individual for whom personal information may be held, which the policy covers:



Hope Church, PO Box 230, WORCESTER, WR5 3ZE
Tel: 01905 821877
info@hope-church.org.uk
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1. Recruitment and Employment Records: applications, short-listing, interviews for paid staff and volunteer workers, including absence, equal opportunity monitoring, personal information, references, security of records, disclosure requests, discipline, grievance, dismissal and retention of records, as appropriate.
3. Membership, Gift Aid and Financial Information.
4. People linked to Hope Church through blurred edge activities, including children.
5. Leaders and members of other Churches – No details may be given to a third party except of contact details to activity leaders for the purpose of correspondence.

COLLECTING DATA AND INFORMED CONSENT

When collecting data from subjects, Hope Church aims to obtain their consent to hold their personal information in line with the policies of this document and the data protection act 1998.

Hope Church will only collect personal data if actively given to us by the subject, e.g. through filling in an online or physical enquiry form, or sending us an email. Collection, processing and use of personal data only occurs in support of our church's interests regarding the support of existing and potential members.

MAINTAINING CONFIDENTIALITY

Hope Church aims to treat all of your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/coordinators of the church in order to facilitate the administration and day-to-day

running of the church. We will not disclose these data to third parties for commercial or non-commercial purposes. All Hope Church staff and volunteers who have access to personal data will be required to adhere to the policies laid out in this document and in the data protection act (1998).

There are four legal exceptional circumstances to maintaining confidentiality:

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 our interests
4. Where disclosure is made at your request or with your consent

THE USE OF PERSONAL INFORMATION

Hope Church will use your data for four main purposes:

1. Contacting you to keep you informed of church activities

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2. Statistical analysis: Gaining a better understanding of church demographics
3. The day-to-day administration of the church: e.g. Pastoral care and oversight including calls and visits, preparation of ministry rotas, distribution of members contact details to other members, maintaining financial records of giving for audit and tax purposes.
4. Child Protection Procedures

DATA HANDLING

1. Personal information will not be passed onto any third parties outside of the church environment.
2. The need to process data for normal purposes will be communicated to all data subjects. Some data held in personal records may be of a sensitive nature. Hope Church will only store sensitive data when it is relevant and necessary.
- 3.) All individuals who are the subject of personal data held by Hope Church are entitled to:
 - Ask what information the organisation holds about them and why.
 - Ask how to gain access to it.
 - Be informed how to keep it up to date.
 - Be informed what the organisation is doing to comply with its obligations under the 1998 Data Protection Act.
4. Personal data will not be retained any longer than is useful for the day to day running of Hope Church. In the case when personal data is no longer useful, it will be deleted, burned or shredded as appropriate. Hope Church reserves the right to keep non-personally identifiable data about individuals for statistical analysis.
5. For Child Protection purposes, records relating to children's activities will be kept securely in our care for an indefinite period.

PHOTOGRAPHIC IMAGES

Hope Church will seek to obtain individual consent of both still and moving images of individuals before use.

We cannot guarantee the same level of security for crowd shots. Hope church will only use such images for its own marketing and creative purposes, and will not pass any on to a third party without first obtaining consent. Please let the Data Controller know if you would prefer images of yourself not to be used in this way.

Our child protection policy specifically addresses this issue with regard to children.



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HOW DATA WILL BE STORED

Data will be stored both in paper form and electronically. Neither will be used for any other purposes than set out in this document. Sensitive papers are kept in a locked cabinet, and destroyed when no longer needed. Electronic data (tables, emails and databases) are kept on a secure, pass-worded local computer which is backed up regularly, and are also destroyed when no longer needed. Images will not have identifying details such as names, attached.

In addition:

1. Access to the sensitive data is strictly controlled and authorised by the Data Controller.

2. People who will have secure and authorised access to this data include Hope Church

Staff; Data in-putters, Ministry Team Leaders, Small Group Leaders and Hope Church Trustees.

3. Data will be NOT be accessed by any authorised or non authorised users and is stored according to E.U. law, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.

RIGHTS TO ACCESS INFORMATION

Employees and other subjects of personal data held by Hope Church have the right to access any personal data that is being kept about them. This right is subject to an exemption: Personal Information may be withheld if the information also relates to another individual. Any person who wishes to exercise this right should make the request in writing to the Data Controller, Hope Church, PO Box 230, Worcester, WR5 3ZE, using the standard letter which is available online from www.ico.gov.uk. Hope Church reserves the right to charge a maximum fee of £10 payable for each subject access request. If personal details are inaccurate, they can be amended upon request.

Hope Church aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 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.

SECURITY PROCEDURES

In order to keep personal data secure the following controls will be followed:

1. Personal data, whether in written or electronic form, will normally be kept at the registered office under supervision of the Data Control Officer. It may also be backed up and stored to a secure cloud storage system, compatible with E.U. law.
2. With the approval of the Data Control Officer, personal data may be held at the home of other church members, but should be destroyed safely (deleting, shredding or burning) once it is no longer required.

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3. Personal data must not be transferred between computers by means of email because of the insecure nature of email. Data transfer must be by means of physical paper or electronic means, e.g. memory stick or CD.
4. All sensitive data is password protected and storage held according to E.U. Law.

Reviewed and updated Nov 2017 by Richard Thomas. Director.

Next review on compliance due Nov 2018 by Data Control Officer.



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