

Godfirst Church Cheltenham

Data Protection Policy

Godfirst Church Cheltenham uses personal data about living individuals for the purpose of general church administration and communication.

Godfirst Church Cheltenham 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 of 1998 and according to the General Data Protection Regulations (GDPR).

Godfirst Church Cheltenham 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 Godfirst Church must adhere to these principles.

Our principles in line with the Data Protection act 1998

The principles require that personal data shall:

1. Be processed fairly and lawfully for use by Godfirst Church Cheltenham.
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, with the option to be removed from our database, and not used for direct marketing.
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.

Maintaining Confidentiality

Godfirst Church Cheltenham will treat all personal information as private and confidential and not disclose any data about church attendees to anyone other than the leadership and

ministry overseers/co-ordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

All Godfirst Church Cheltenham staff and volunteers who have access to Personal Data will be required to abide by this Data Protection Policy and to treat such data as confidential.

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

1. Where we are legally compelled to do so in terms of our Safeguarding Policy.
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 the request of the person to whom the data relates to or with their consent.

Use of Personal Information

Godfirst Church Cheltenham will use personal data for four main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, maintaining financial records of giving for audit and tax purposes.
2. Contacting regular church attendees to keep them informed of church activities and events.
3. To facilitate communication between people who regularly attend Godfirst Church Cheltenham, in connection with rotas, mid week groups, and other church events.
4. Statistical analysis; gaining a better understanding of church demographics. N.B. although collated church data may be passed to a third party, such as small group's attendance, no personal data will be disclosed.

The Database

Godfirst Church Cheltenham uses the Churchsuite database. Information contained on the database will not be used for any other purposes than set out in this section. The database is accessed through a secure, Tier 3 Data Centre remote server, with SSL encryption and therefore, can be accessed through any computer with internet access.

1. Access to the database administration is strictly controlled through the use of name specific passwords, which are set up and authorised by the Data Controller.
2. Those authorised to administer the database only have access to their specific area of use within the database. This is controlled by the Data Controller who is the only person who can access and set these security parameters.
3. People who will have secure and authorised access to the database include Godfirst Church Cheltenham Staff, and if necessary access for:- data in-putters, ministry team leaders and Church Elders.
4. The database will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless the information is adequately protected.
5. All access and activity on the database is logged and can be viewed by the Database Controller.

6. Subject Access - all individuals who are the subject of personal data held by Godfirst Church Cheltenham 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 Godfirst Church Cheltenham is doing to comply with its obligations under the 1988 Data Protection Act.
 - Have their details removed.
7. Personal information will not be passed onto any third parties outside of the church environment. We do however use third-party applications that are merged with Churchsuite for regular church-wide communications. These trusted third-party applications are:
 - Mailchimp (bulk mailing application)
 - Textlocal (bulk texting service)
8. Subject Consent - All who regularly attend Godfirst Church Cheltenham are invited to sign into my Churchsuite and update their contact detail every year. In addition they are invited to decide what information is visible to other within this closed group.
9. If the data is sensitive, for example, information about health, race or gender, then express consent to process the data must be obtained. However, Godfirst Church Cheltenham do not keep notes relating to pastoral care conversations.

Rights to Access Information

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

Godfirst Church Cheltenham reserves the right to charge the maximum fee payable for each subject request. If personal details are inaccurate, they can be amended upon request or removed completely.

Children and Data Protection (under 18)

We will hold all children's details securely in accordance with our data protection policy. We will ask parents' permission to hold details about their child, on paper and our technical systems. This may include medical information, Doctor's name, dietary requirements and special needs where necessary.

Children's details will be held in a different part of the church database and the names and details will not be visible to the wider church. By default, the contact details of the parent will be used not the child. (email, mobile etc.)

Photos of children will only be held with parents' permission. We will ask for further consent to use for any external use, e.g. Printed materials or website etc.

Exceptions (subject to parents' permission)

Parents of youth may give permission for their child to be contacted directly, for youth events, organising rotas, and church related matters. They may be contacted via email (bcc) but we will use our systems to hide their mobile numbers and email addresses so they are only visible to staff and authorised users. Parents can ask for older children to be included in the securely held church address list.

Christopher Appel
Associate Pastor, Godfirst Church Cheltenham

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