



Data Protection Policy

KEY ROLES

Data Subject: You reading this document

Data Controller: Andy Moyle

Data Processor: Sarah Vonk, David Taylor

GENERAL PERSONAL DATA

The Gateway Church holds some personal data of attendees on our secure website which requires a username and password to access.

Information we hold for each household are name(s), address, email address(es), mobile number(s), which small group(s) you may be part of and ministries you may be involved in. Date of birth are also stored if given.

That information is used to organise church life and communicate with you and is not communicated with any third parties.

Regular attendees are given a username and password combination which allows access to the church directory on the church website – names, addresses, phone numbers and email address.

The rota is publically available on the website which shows names against specific tasks and dates for our services.

Data Processors can access all the information stored.

Personal data is only stored with permission and deleted if an attendee leaves the church or revokes permission.

You can give permission (and revoke) for

- SMS communications from The Gateway Church
- Email communications from The Gateway Church
- Mail communications from The Gateway Church
- If you would like your address details not be visible to logged in users, please just ask.

Volunteers & Staff Personal Data

As part of recruitment for ministries with children and vulnerable adults, volunteers are required to fill out an application form and undergo a DBS check, and references are taken. These are kept indefinitely in a locked cabinet for access by safeguarding team.

Children's Personal Data

When children are registered in our children's ministry by their parent/guardian – basic emergency medical details and photo permission are kept in the children's ministry file on paper.

Trips involving under 18s – a permission slip is required and kept for the trip with parental permission and medical emergency details.

Incidents – we have an incident form to record incidents within our children's and youth ministry. These are kept in a locked filing cabinet in the church office, accessible only by safeguarding team and the eldership, unless a safeguarding referral is required, which would be discussed with the parent beforehand.

How personal data is collected

- By filling out a Welcome card
- By filling out a form on the website
- By verbal confirmation of details by data processors

To comply with the EU General Data Protection Regulations coming into force 25th May 2018 we have updated the web form to explicitly ask for permission.

There will also be a form for current attendees to confirm they are still happy to have personal data stored and used by The Gateway Church to communicate with them.

FINANCIAL PERSONAL DATA

If you have filled in a Gift Aid Form so that The Gateway Church can reclaim the tax paid on your donations and you give in a way that you are identifiable (so we can claim the gift aid!) then your name and how much you have given is stored in our Sage Accounting package and on the claim spreadsheets. Only our treasurer David Taylor and chair of trustees Andy Moyle, who makes the claims, have access to that information.

The information is stored on a password protected Church laptop used by the treasurer and a password protected desktop computer in the locked Church admin office.

SUBJECT ACCESS REQUEST

If you would like to see what personal data we hold about you electronically and on paper, we have a legal duty to comply and will happily do so. You will need to confirm your identity with a photographic form of I.D. like a passport or driving licence. We will only be able to process requests made with photo I.D. We will respond within the statutory time limit of 1 month.

Agreed by the Elders on 12th Dec 2017, for review Dec 2018