

Fair Processing Statement

Under Data Protection legislation the church Trustees or directors of Saffron Walden Church are the Data Controller and in order to help you to exercise your rights in relation to your data we have designated our administrator as our first point of contact. You can contact the administrator if you have any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you.

When you supply any personal information to us we have legal obligations towards you in the way we deal with your data as follows: -

- We will hold your personal information on our systems for as long as needed to meet the service provided, and remove it in the event that the purpose has been met -
- We will ensure that all personal information supplied is held securely, in accordance with current Data Protection legislation
- We will ensure that the information you submit to us remains private, and is only used for the purposes set out below

Fair Processing Principles: -

- Your personal information is only processed with your knowledge
- Only information that we actually need is collected and processed
- Your personal information is only seen by those who need it to do their jobs
- Personal information is retained only for as long as it is required
- Decisions affecting you are made on the basis of reliable and up to date information
- Your information is protected from unauthorised or accidental disclosure - Inaccurate or misleading data will be corrected as soon as possible

All information requested is used solely for the purpose of church business or of the relevant service and is collected, stored and processed in accordance with current Data Protection legislation. We will treat your personal information as confidential and we will not disclose it to any third party except: (i) with your prior agreement; (ii) as necessary for providing the relevant service to you (iii) as required by law or (iv) if necessary for insurance purposes.

The Church Administrator can be contacted by e-mail:
admin@waldencommunity.org.uk

Privacy Notice to include on a form for collecting information from church members

Under Data Protection legislation the church Trustees or directors of Saffron Walden Church are the Data Controller and in order to help you to exercise your rights in relation to your data we have designated our administrator as our first point of contact. You can contact the administrator if you have any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you.

We are collecting this information for general administration of the church e.g. pastoral care, preparation of rotas, maintaining financial records, keeping you informed of church related activities, attendance records and to share prayer needs as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is a cloud hosted, web-based church database software which is password protected and accessed only by the Pastor, Church leadership, administrator and trustees. Your contact details will be removed from the database once you are no longer a member of the congregation.

We would like to include your name and contact details in our Church Directory which will be distributed electronically (or paper copy as appropriate) or through the My Church Suite app to all members of the congregation. We will not give copies of the Church Directory or provide access to the My Church Suite app to anyone else. If you are happy for your details to be included please indicate where asked to do so below. You can ask for your details to be removed at any time.

Copies of letters and emails that identify you personally (e.g. via your email address) will be deleted from the church's systems after five years, unless they are required for legitimate ongoing church business, statutory, or insurance purposes.

To enable us to provide adequate pastoral support to you and your family, a member of the leadership, pastoral team or home group leader may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the relevant person's computer. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the administrator (the designated first point of contact). You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our administrator (the designated first point of contact). If you are still unhappy you have the right to complain to the Information Commissioners Office.

The Church Administrator can be contacted by e-mail:
admin@waldencommunity.org.uk

Privacy Notice to include on a form for collecting information about children attending VBS

Under Data Protection legislation the church Trustees or directors of Saffron Walden Church are the Data Controller.

We are collecting this information to enable the church to run VBS safely and ensure we can contact your guardian (or other nominated adult) in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at VBS.

The information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office., and/or electronically in password protected files. Only the Ministers and the VBS committee will have access to this information.

Our insurers require us to hold this information for 50 years, after this it will be securely destroyed. We will also use it as a circulation list to make contact you about future relevant church and VBS activities if you have given your permission for us to do so. If this is the case we will use your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else except for insurance purposes or as required by law. You have the right to ask to be removed from this circulation list at any time.

In addition, we may collect and use further information necessary to running VBS – or for insurance purposes – such as attendance registers, accident / incident log / first aid actions.

Photos and video

With your permission we may take photos/video of your child for publicity purposes or to be used on the DVD which is sold by VBS. Such images may be used, for - VBS website, VBS social media, VBS DVD which will be for sale, press releases. Any images we hold will be retained for up to two years after which they will be deleted.

You have the right to withdraw your consent for us to hold and use these images at any time without detriment to you.

Copies held by the press, or the public (the DVD) are beyond our control.

If you are concerned about the way your information is being handled please speak to the trustees of Saffron Walden Community Church. If you are still unhappy you have the right to complain to the Information Commissioners Office.