

‘DATA PRIVACY POLICY’ of Weoley Castle Community Church U.R.C., Quarry Road, Birmingham B29 5LE

Introduction

This document describes how we protect and deal with any personal information we may hold about you, and your rights to see it and get it corrected or deleted. All of this is governed by the recently-introduced General Data Protection Regulation (‘GDPR’).

The serving elders of Weoley Castle Community Church have the responsibility for keeping to the GDPR rules. (In GDPR jargon, the eldership is the ‘data controller’; contact details are below.)

How will we look after and use personal information (‘data’)?

The elders undertake to keep personal data up to date; store and (where necessary) delete it securely; we will not collect or keep unnecessary data; we will protect personal data from loss, misuse, unauthorised access and disclosure.

We will use personal data only for:

- carrying out our duty of pastoral care;
- keeping membership records;
- keeping our financial accounts and records (including the processing of Gift Aid);
- providing news and information about events, activities and services at the Church;
- fundraising and promoting the interests of the Church;
- keeping records of volunteers and managing any employees;
- enabling the church to provide voluntary services for people in our community;
- providing contact details of our Church officers etc. for the Synod & central URC administration.

The GDPR allows us to hold and use your personal information because:

- We are a not-for-profit body with a religious aim and: -
 - the use of the personal data relates only to members, former members, volunteers or friends of the church
 - and we will not disclose any information to a third party without consent
- use of personal data may be needed to obey the law (e.g. keeping marriage records or making sure that we are safeguarding children and vulnerable people)
- or you have agreed that your personal data may be used.

How long will we store and use personal data?

Personal information will only be kept as long as is reasonably needed or until you request its deletion. You may require us to limit the use of your own personal data.

To exercise your rights about personal information under GDPR please contact:

Church Secretary, Weoley Castle Community Church, Quarry Road, Birmingham B29 5LS, or

weoleycastlecommunitychurch50@gmail.com