

## Data Protection Policy Issue 3 May 2018

### 1. Introduction

The church recognises and accepts its responsibilities for ensuring, so far as is reasonably practicable, that personal information is held in accordance with the requirements of the General Data Protection Requirements.

### 2. Data Controller

The Leadership Team is the Data Controller

### 3. Policy

Data processing must be in accordance with the General Data Protection Requirements.

- a. Computers holding Data must be password protected. Paper copies, when made, shall be treated securely
- b. Only the data in Appendix 1 (Data Purposes) may be collected, used and retained as described. Out of date data must be deleted appropriately.
- c. Data subjects must agree with their Data being retained. The proforma in Appendix 2 may be used for such general purposes or form part of the Gift Aid paperwork. (Note that signing those who have signed a Gift Aid declaration have implicitly given such permission)
- d. Data subjects may request to see their data, or request their data to be deleted in which case it must be made available or removed within 28 days of a written or electronically transmitted.

### 4. Review

The nature of data held shall be reviewed at intervals not exceeding 2 years. (AGM of even years from 2020)

**End**

## Appendix 1 Data Purposes

Nature of Data Held	Reason for Data being held	Duration of Data retention	Access to data
Name and address	Membership Administration including that of prospective members or friends  Notification of Activities  Pastoral Support	10 years after leaving ACBC	All persons accepted as 'Members', Associate Members' or 'Friends' who have specific contact with the church and any associated organisations.  These data may be published in a Church Directory unless requested otherwise in which case access is restricted to the Leaders and Stewards.  Leaders and Stewards.
Landline and Mobile Phone Numbers		5 years after leaving ACBC	
e-mail address and / or other electronic (e.g. Facebook) contact address			
Date of Birth			
Nature of association with ACBC (Member / Friend) and associated dates			
Date of leaving and Reason (if applicable)	Membership Administration  Provision of References to other churches or prospective employers	10 years after leaving ACBC	Leaders and Stewards.
Pastoral Care Group	Effective Pastoral Care and arrangements for Home Groups	5 years after leaving ACBC	All persons accepted as 'Members', Associate Members' or 'Friends'
Spiritual Gifts	To encourage spiritual growth to maturity	5 years after leaving ACBC	Church Leaders. Home Group Leaders
Pastoral notes	Effective pastoral care and support	5 years after leaving ACBC	Generally, by individual persons but may be shared with specific Church Leaders. Home Group Leaders on a 'need to know' basis
Next of Kin or similar at Individual's request	Emergency contact	5 years after leaving ACBC	Leaders and Stewards.

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Date of Baptism / Dedication / Marriage (where applicable)	Membership Administration Provision of References to future churches	5 years after leaving ACBC	All persons accepted as 'Members', Associate Members' or 'Friends'
DBS Status and date	Membership Administration Safeguarding	5 years after leaving ACBC	Leaders and Stewards  Sunday Club Leader / coordinator and Safeguarding Officer (if none of the above) .
Gift Aid Scheme status and record of financial gifts (if applicable) including those of supporters who are not members of ACBC but not for 'cold calling'.	To satisfy HMRC requirements	7 years after leaving ACBC	Leaders and Administration Steward.
Testimonies of God's activity	Mutual encouragement	5 years after leaving ACBC	May be shared publicly in printed or electronic form
Family Details	Visa Applications and emergency contact if required	3 years after the most recent trip	Organiser of visits to our Partners in India or other overseas missions
National Insurance Number			
Travel Insurance Information			
References	Applications for membership or jobs within or outside ACBC	5 years after leaving ACBC	Leaders and Stewards.
Worship Leaders and Preachers	Invitations and records of previous visits	5 years after most recent visit	Leaders, Stewards and those tasked with organising Preaching and worship Leading rotas

Note: Personal details are sometimes recorded in the Minutes of Church Meetings which are held indefinitely.



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**Appendix 2  
DATA PROTECTION REGULATIONS**

I have received information about these regulations and consent to my personal data being held by the Church as described including the publication of photographs.

Name

Landline number

Mobile Number

e-mail address

Address

Date of birth (day and month)

Signed \_\_\_\_\_

Date signed \_\_\_\_\_

Please note here any information you do not permit to us to hold