

RUSHMERE CHRISTIAN FELLOWSHIP

DATA PROTECTION POLICY & PROCEDURES

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POLICY STATEMENT

Rushmere Christian Fellowship holds and processes personal data about individuals for the purpose of general church administration and communication.

As a church we are committed to complying with Data Protection law and the rights of individuals under it. We are also committed to complying with the eight principles of the 1998 Data Protection Act, as set out below. We recognise that this relates to all personal data, whether held on paper, on computer or other media.

All church staff members or volunteers who obtain, handle, process or store personal data for Rushmere Christian Fellowship must adhere to these principles.

The Data Controller of Rushmere Christian Fellowship is Andy Mortlock on behalf of the Elders and Trustees.

PRINCIPLES

Rushmere Christian Fellowship agrees to work to the following set of principles, as set out in the 1988 Data Protection Act:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in line with the rights of the data subject.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
- Personal data shall not be transferred to other countries without adequate protection.

USE OF PERSONAL DATA

Rushmere Christian Fellowship holds personal data about staff, church members, regular church attendees and other individuals who have provided such information for a specific purpose. This data is used for the following purposes:

- The production of our Church Directory.
- The day-to-day administration of the church - including maintaining membership records, providing pastoral care and oversight, preparation of rotas and maintaining financial records of giving for tax purposes.
- The day-to-day administration of church activities - for specific groups e.g. Toys & Noise, Energize, CAMEO, home groups, etc.
- Contacting people to keep them informed of relevant church activities and events.

All personal data which is held by the church (other than the contact information included in our Church Directory) will be treated as private and confidential and not disclosed to anyone other than the RCF Elders, Trustees and appropriate Group Leaders in order to facilitate the administration and day-to-day ministry of the church.

Personal data will only be disclosed to a third party if one of the following circumstances applies:

- We are legally compelled to do so.
- There is a public duty to disclose.
- Disclosure is required to protect the interests of the individual concerned.
- The individual concerned has requested (or given their consent to) the data being disclosed.

APPLYING THE PRINCIPLES

1. All RCF staff and volunteers who process personal data on behalf of the church will be required to agree to sign a Data Processor Agreement form - See [Appendix 1](#).
2. Andy Mortlock has been appointed as the Church's Data Controller. All questions and concerns in relation to this policy should be addressed to Andy.
3. All individuals whose names and contact details are published in the Church Directory will be asked to give explicit consent for their details to be included. Specific information will be removed from the Directory if the individual concerned requests this.
4. A hard copy of the Church Directory will be made available for any individual whose name appears on it. Information contained in the Directory should not be passed on to any other person without the express permission of the individual concerned. Electronic copies of the Church Directory will not be supplied to avoid this being inadvertently passed on to people outside RCF. The Church Directory will not be posted publically.
5. Updated contact information should be given to Stephen French - [See Contact Details](#).
6. Personal information (including photographs) of individuals will not be published on the RCF website without obtaining explicit and informed consent from the individuals concerned or their parents. We will never publish the names of children and young people alongside their photographs.
7. Private and confidential personal data held by staff and volunteers on behalf of Rushmere Christian Fellowship will be held and processed in a secure manner to prevent unauthorised access. This means we will store paper-based data in secure, lockable cupboards, use password protections of sensitive electronic documents, restrict access to both paper and electronic personal data to those who need to process it for one of the above uses, and ensure that personal data is transmitted securely in a way that cannot be intercepted by unintended recipients.

- Whenever practically possible, permission will be obtained from the individual or their next of kin before a prayer request is circulated to the church.

RIGHT TO ACCESS INFORMATION

Staff, church members and other individuals whose personal information is held by Rushmere Christian Fellowship have the right to access that information. This right is subject to certain exemptions outlined in the Data Protection Act 1988.

Any person who wishes to exercise this right should make the request in writing to Andy Mortlock. We will aim to comply with such requests as quickly as possible, but will ensure that it is provided within 40 days of receipt of a written request, unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

If, subsequently, personal details are found to be inaccurate, they can be amended upon request.

POLICY DETAILS

The Data Protection Policy & Procedures was updated in line with current legislation in July 2017.

A copy of the Data Protection Policy & Procedures is available on the RCF website and will be made available, on request, to any member of the church, the parents or carers of any child from the church, or any other person associated with the church.

The Data Protection Policy & Procedures will be monitored and reviewed at least every five years.

If any staff or church member feels that there are things missing from this document, or need to be amended, they should speak to the RCF Data Controller.

CONTACT DETAILS

RCF Data Controller: Andy Mortlock
 01473 720401
 amortlock@rcfchurch.org.uk

RCF Elder: Stephen French
 01473 431701
 sfrench@rcfchurch.org.uk

Guide to Data Protection: <https://ico.org.uk/for-organisations/guide-to-data-protection/>

Updated: 19 July 2017

APPENDIX 1

DATA PROCESSOR AGREEMENT FOR RUSHMERE CHRISTIAN FELLOWSHIP

For the purposes of the Data Protection Act 1998, the Data Controller of Rushmere Christian Fellowship is Andy Mortlock on behalf of the Elders and Trustees.

..... (name) has been appointed by the Trustees and Elders of Rushmere Christian Fellowship as a Data Processor to process the following personal data on their behalf:

.....

for the sole purpose of:

.....

By signing this document:

1. The Data Processor agrees to ensure that the data will:
 - a. Be held securely at all times and not made available to anyone else without the express permission of the Church Trustees or Elders.
 - b. Be destroyed once it is no longer needed.
 - c. All be handed over to the Church Trustees or Elders, on request, or if the Data Processor ceases to be a member of the Church.

2. The Data Processor acknowledges that they will process the data only according to the instructions provided by the Church Trustees or Elders and that they must not process this data for their own purposes.

3. The Data Processor understands that any electronic device used to store the personal data must be password or pin-protected and that appropriate firewall measures are in place.

I agree to the above.

Signed:
(Data Processor)

Date: