

The Friends of All Saints Church, Hemblington

Data Protection Policy and Privacy Statement, May 2018

The Friends of All Saints Church, Hemblington (“the Friends”) is a small voluntary organisation, not registered as a charity, but with a formal Constitution and Committee that guides the work of the group. Our aims can be found on the Hemblington Church website: www.hemblingtonchurch.org.uk In summary, the Friends exists to keep the church and its surroundings in good condition and promote the place of the church in the community.

Introduction to this document

There is to be a new General Data Protection Regulation (GDPR) across the European Union (EU). In the UK it is governed by the Office of the Information Commissioner (OIC). The GDPR is a formal, regulatory requirement that applies from 25th May 2018. Although we are a very small group the Friend's Committee takes its responsibilities seriously. The GDPR affects all organisations that ask for, hold and use personal data from people who supply personal details.

To be sure that a Friend and the organisation can trust each other in how personal data is used, the Committee has drawn up a policy and privacy statement that makes this clear. We have not had much guidance and are aware that there are very high level consultations in the EU that may change our policy in the future. If so, we will publish further information.

What this policy does

This document is the Committee`s policy to explain the whole of what we do with the personal data of anyone who has subscribed to be a Friend of All Saints Church, Hemblington.

The policy explains:

- why we ask for personal details and how much detail we need to work effectively
- how we gather, store, and use personal data supplied by any subscriber Friend
- whether any personal data is shared with anyone else and if so, who, how and why
- how we ensure nothing goes astray
- how we can ensure personal data is accurate, and how we delete the data of people who are no longer Friends.

Possible problems

Friends of All Saints Church, Hemblington, all sign up to support a specific cause. We share common aims and regular contact but do not intrigue nor intrude. The Friend's Committee is confident that it can securely manage our data and privacy relationship with all Friends and operate and effectively monitor this policy.

But we need the help of Friends to:

- tell us if anything is going wrong with our policy or process
- keep us up to date with changes to personal details, to help us be in good contact.

If anyone believes that we are not working properly according to this policy, they should contact a member of the Committee in the first instance, so that the matter can be sorted out. If that is not satisfactory and a breach of data protection has occurred, the OIC can be contacted by any person concerned.

Why we need Friends personal details and what those details are

To ensure that all Friends are kept properly informed of events and actions connected with supporting the church, we need a limited amount of personal data for each Friend, i.e.:

- **Name; address; email address or contact telephone number.**

If we do not have all this detail or if it is not accurate, our work will be less efficient and effective. It is unlikely that we will ever need any other personal data but we will keep this under review.

How we gather, store, and use personal data supplied by any subscriber Friend

The membership application form is the primary and important method for gathering personal details of people who want to become Friends, and contains all the information listed above. It is completed by the `data subject`, that is the person who volunteers their own details.

Normally, the application form will be processed by the Secretary of the Friends Committee, who will also keep the details and update them from time to time as appropriate. Some of each Friend's personal detail will be given to the Treasurer to enable the annual or lifetime membership fee to be banked in the Friends` account.

The Secretary will keep original application forms in one private place in his or her residence. The Secretary and Treasurer will enter and keep the personal data they need to carry out their respective tasks on a personal computer, accessed by a password, and protected from outside intrusion by a market leading security programme such as Norton, Avast, McAfee, etc.

Friends` details will be used, mostly by the Secretary, to distribute regular Newsletters and updates on forthcoming events, such as organised outings, fundraising activities and the Annual General Meeting. Such information will be circulated via e-mail or hand-delivered if necessary.

From time to time, Friends contact details may be given to Committee members to help organise events and involve Friends individually. This will only be for the purpose specified.

Whether any personal data is shared with anyone else and if so, who, how and why

It is not likely that any personal details will be gathered, stored, and used other than as described above, although exceptions are banks and similar institutions (solely for the purposes of administering subscriptions) and HMRC (solely for the purposes of administering gift aid claims); both of these would already have the information anyway and would only need it from The Friends to identify individual records. Certainly no personal data will be given or sold to any other organisation. In the event of a criminal investigation, we may be obliged to co-operate by giving personal data to the police.

How we ensure nothing goes astray

The Secretary, Treasurer and all Committee members will work within this policy and use their best endeavours to ensure that there are no leaks or misuse of personal data. We will keep this policy under review, and the Chairperson of the Committee (or delegate) will check it is working well. The policy will be published on our website. Concerns or errors drawn to our attention will be taken seriously and action taken swiftly to correct any possible problem.

Ensuring personal data is accurate, and deleting data from people who no longer wish to remain a Friend

Personal details are given to the Secretary by the data subject, primarily on the application form. These details will not be altered unless the data subject requests this.

From time to time we will contact all Friends, through a Newsletter or directly in writing, to remind individuals to tell us if their personal details have changed.

In order to ensure that we comply with the new GDPR from the start, we will be forwarding a Notice to each existing Friend, outlining this policy, stating what personal data we hold about them and asking for confirmation as to accuracy.

If a Friend resigns, all their personal details will be deleted. If we do not hear from a Friend who does not renew their annual membership at the beginning of the subsequent year (1 April), all their personal details will be deleted.

The Friends of All Saints Church, Hemblington: Privacy Statement

In order to comply with the General Data Protection Regulation (GDPR), this Privacy Statement is sent to all Friends to ensure that personal data and details that the Committee holds are accurate and remain up to date. This Privacy Statement is part of the Friend's Committee's GDPR policy statement which can be found on the Hemblington Church website. A copy is attached.

This statement confirms that:

- any personal information held by the Friends organisation is taken from the application form to become a Friend that you complete and hand in to the Committee.
- personal information consists of your name, address, e-mail address (if available) or telephone number.
- by supplying the Friends organisation with this information, you are consenting to its use within the organisation, as set out in this statement, and agree to being contacted via e-mail. It will not be shared outside the Friends Committee without your further consent.
- your personal details will be added to the Friends Membership List by the Secretary, and updated each year if you are an annual friend. This information is held in Word format on the personal computer of the Secretary. The computer is password protected, and has market leading internet security systems installed.
- no personal information will be shared with any other person or organisation outside of the Friends Committee.
- should you no longer wish to be a Friend of All Saints Church, your personal information will be deleted from the Friends Membership List by the Secretary the year after your membership lapses.
- should you wish to access your personal information, you can contact any member of the Committee of The Friends of All Saints Church, who will ensure that the Secretary makes the information available for you to scrutinise.

To make sure we are in good contact with you, and to ensure your personal details are accurate, it is essential that you check the details below and contact the Secretary if anything is incorrect or out of date.

(The following table will be completed and sent individually to each Friend)

Name	Address	E-mail address if available	Telephone number if no e mail address

PLEASE ensure that you notify the Secretary of any changes in this data in the future.

Secretary contact details:

Mrs Susan Rowe

E-mail: Hemblington@gmail.com

Telephone number: (01603) 715804

Website: www.hemblingtonchurch.org.uk