

Elstow Bunyan Christian Fellowship

High Street, Elstow, Bedford. MK42 9XP

Charity number 1114128

Affiliated to the Congregational Federation

DATA PRIVACY STATEMENT

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The Trustees of Elstow Bunyan Christian Fellowship (EBCF) are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustees of EBCF will comply with their obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid), including contact details for those who use the premises on a regular or occasional basis;
- to provide news and information about events, activities and services organised by EBCF;
- to fundraise and promote the interests of EBCF;
- to manage volunteers and any employees;
- to enable EBCF to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities, and will in certain cases, be asked to pass this information on to the Congregational Federation for specific purposes.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members / attendees of EBCF in order to carry out a service to other members / attendees of EBCF or for purposes connected with EBCF. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact. Details not removed from Directory until next edition printed.
Junior Church roll / Tots Time	until the child/young adult reaches the age of 21.
Junior Church / Tots Time contacts	24 months after the last contact
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Contact details for those who use our building regularly, or as a one off	6 years from the date the person or persons last used the premises. If deemed appropriate may keep details for longer.
Any Personal data relating to one off events for which additional information is gathered	6 years from the date the person or persons last used the premises. If deemed appropriate may keep details for longer.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	As long as deemed necessary
Insurance Records	Indefinitely

Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books / Records of business meetings	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records	As long as required by governing regulations
Visitors Books	Indefinitely

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which EBCF hold about you (a Subject Access Request or 'SAR');
- The right to request that the Trustees of EBCF correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for EBCF to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

The Church Secretary,
Elstow Bunyan Christian Fellowship,
High Street,
Elstow.
Bedford.
MK42 9XP.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire.
SK9 5AF.

The Trustees
Elstow Bunyan Christian Fellowship
High Street, Elstow, Bedford. MK42 9XP

March 2018

Reviewed and amended May 2019

June 2020. Reviewed, and amended Deacons to Trustees, plus clarified how long we may keep Personal data relating to one off events.