



Union Church Hunstanton

DATA PROTECTION POLICY

Adopted: 14th May 2018

Union Church is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. This policy explains our responsibilities and how we will meet them.

Contents

Section A - What this policy is for

- 1. Policy Statement**
- 2. Why this policy statement is important**
- 3. How this policy applies to you & what you need to know**
- 4. Training and guidance**

Section B - Our data protection guidelines

- 5. What personal information do we process?**
- 6. Making sure processing is fair and lawful**
- 7. When we need consent to process data**
- 8. Processing for specified purposes**
- 9. Data will be adequate, relevant and not excessive**
- 10. Accurate data**
- 11. Keeping data and destroying**
- 12. Security of personal data**
- 13. Keeping records of our data processing**

Section C - Working with people we process data about (data subjects)

- 14. Data subjects's rights**
- 15. Direct Marketing**

Section D - working with other organisations & transferring data

- 16. Sharing information with other organisations**
- 17. Data processors**
- 18. Transferring personal data outside the EU**

Section E - Managing change & Risks

- 19. Data protection impact assessments**
- 20. Dealing with data protection breaches**

Schedule 1 - Definitions and useful terms

Schedule 2 - ICO Registration

Appendix of Privacy Notices

Section A – What this policy is for

1. Policy statement

1.1 Union Church Hunstanton is committed to protecting personal data and respecting the rights of our data subjects; the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

We process personal data to help us:

- a) maintain our list of church members [and regular attenders];
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including [Toddler Group, CAP, etc];
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) undertake research about our activities;
- g) maintain our accounts and records;
- h) promote our goods and services;
- i) maintain the security of property and premises;
- j) respond effectively to enquirers and handle any complaints

This policy has been approved by the church's Charity Trustees who are responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data.

2. Why this policy is important

2.1. We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

2.2. This policy sets out the measures we are committed to taking as an organisation and, what each of us will do to ensure we comply with the relevant legislation.

2.3. In particular, we will make sure that all personal data is:

- a) processed lawfully, fairly and in a transparent manner;
- b) processed for specified, explicit and legitimate purposes and not in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary for the purposes for which it is being processed;
- d) accurate and, where necessary, up to date;
- e) not kept longer than necessary for the purposes for which it is being processed;

f) processed in a secure manner, by using appropriate technical and organisational means;

g) processed in keeping with the rights of data subjects regarding their personal data.

3. How this policy applies to you & what you need to know

- 3.1. As an employee, trustee or volunteer processing personal information on behalf of the church, you are required to comply with this policy. If you think that you have accidentally breached the policy it is important that you contact our Trustees/ Deacons or Minister immediately so that we can take swift action to try and limit the impact of the breach.

Anyone who breaches the Data Protection Policy may be subject to disciplinary action, and where that individual has breached the policy intentionally, recklessly, or for personal benefit they may also be liable to prosecution or to regulatory action.

- 3.2. As a leader/manager: You are required to make sure that any procedures that involve personal data, that you are responsible for in your area, follow the rules set out in this Data Protection Policy.
- 3.3. As a data subject of Union Church: We will handle your personal information in line with this policy.
- 3.4. As an appointed data processor/contractor: Companies who are appointed by us as a data processor are required to comply with this policy under the contract with us. Any breach of the policy will be taken seriously and could lead to us taking contract enforcement action against the company, or terminating the contract. Data processors have direct obligations under the GDPR, primarily to only process data on instructions from the controller (us) and to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk involved.
- 3.5. Our Trustees/Deacons or Minister are responsible for advising Union Church and its staff and members about their legal obligations under data protection law, monitoring compliance with data protection law, dealing with data security breaches and with the development of this policy. Any questions about this policy or concerns that the policy has not been followed should be referred to them via the Church Secretary.
- 3.6. Before you collect or handle any personal data as part of your work (paid or otherwise) for Union Church, it is important that you take the time to read this policy carefully and understand what is required of you, as well as the organisation's responsibilities when we process data.
- 3.7. Our procedures will be in line with the requirements of this policy, but if you are unsure about whether anything you plan to do, or are currently doing, might breach this policy you must first speak to a Trustee/Deacon or Minister.

4. Training and guidance

- 4.1. We will provide general training as appropriately for all staff to raise awareness of their obligations and our responsibilities, as well as to outline the law.
- 4.2. We may also issue procedures, guidance or instructions from time to time.

Section B – Our data protection responsibilities

5. What personal information do we process?

- 5.1. In the course of our work, we may collect and process information (personal data) about many different people (data subjects). This includes data we receive straight from the person it is about, for example, where they complete forms or contact us. We may also receive information about data subjects from other sources including, for example, previous employers [and other examples].
- 5.2. We process personal data in both electronic and paper form and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, [other examples] and visual images of people.
- 5.3. In some cases, we hold types of information that are called “special categories” of data in the GDPR. This personal data can only be processed under strict conditions.

‘Special categories’ of data (as referred to in the GDPR) includes information about a person’s: racial or ethnic origin; political opinions; religious or similar (e.g. philosophical) beliefs; trade union membership; health (including physical and mental health, and the provision of health care services); genetic data; biometric data; sexual life and sexual orientation.

- 5.4. We will not hold information relating to criminal proceedings or offences or allegations of offences unless there is a clear lawful basis to process this data such as where it fulfils one of the substantial public interest conditions in relation to the safeguarding of children and of individuals at risk or one of the additional conditions relating to criminal convictions set out in either Part 2 or Part 3 of Schedule 1 of the Data Protection Act 2018. This processing will only ever be carried out on the advice of the Ministries Team of the Baptist Union of Great Britain or our Regional Association Safeguarding contact person.
- 5.5. Other data may also be considered ‘sensitive’ such as bank details, but will not be subject to the same legal protection as the types of data listed above.

6. Making sure processing is fair and lawful

- 6.1. Processing of personal data will only be fair and lawful when the purpose for the processing meets a legal basis, as listed below, and when the processing is transparent. This means we will provide people with an explanation of how and why

we process their personal data at the point we collect data from them, as well as when we collect data about them from other sources.

How can we legally use personal data?

- 6.2. Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the GDPR, is met:
- a) the processing is necessary for a contract with the data subject;
 - b) the processing is necessary for us to comply with a legal obligation;
 - c) the processing is necessary to protect someone's life (this is called "vital interests");
 - d) the processing is necessary for us to perform a task in the public interest, and the task has a clear basis in law;
 - e) the processing is necessary for legitimate interests pursued by Union Church or another organisation, unless these are overridden by the interests, rights and freedoms of the data subject.
 - f) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their clear consent.

How can we legally use 'special categories' of data?

- 6.3. Processing of 'special categories' of personal data is only lawful when, in addition to the conditions above, one of the extra conditions, as listed in Article 9 of the GDPR, is met. These conditions include where:
- a) the processing is necessary for carrying out our obligations under employment and social security and social protection law;
 - b) the processing is necessary for safeguarding the vital interests (in emergency, life or death situations) of an individual and the data subject is incapable of giving consent;
 - c) the processing is carried out in the course of our legitimate activities and only relates to our members or persons we are in regular contact with in connection with our purposes;
 - d) the processing is necessary for pursuing legal claims.
 - e) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their explicit consent.
- 6.4. Before deciding which condition should be relied upon, we may refer to the original text of the GDPR as well as any relevant guidance, and seek legal advice as required.

What must we tell individuals before we use their data?

- 6.5. If personal data is collected directly from the individual, we will inform them [in writing] about; our identity/contact details [and those of the Church Secretary], the reasons for processing, and the legal bases, [including explaining any automated decision making or profiling], explaining our legitimate interests, and explaining, where relevant, the consequences of not providing data needed for a

contract or statutory requirement; who we will share the data with; if we plan to send the data outside of the European Union; how long the data will be stored and the data subjects' rights.

This information is commonly referred to as a 'Privacy Notice'.

This information will be given at the time when the personal data is collected.

- 6.6. If data is collected from another source, rather than directly from the data subject, we will provide the data subject with the information described in section 6.5 as well as: the categories of the data concerned; and the source of the data.

This information will be provided to the individual in writing and no later than within 1 month after we receive the data, unless a legal exemption under the GDPR applies. If we use the data to communicate with the data subject, we will at the latest give them this information at the time of the first communication.

If we plan to pass the data onto someone else outside of Union Church, we will give the data subject this information before we pass on the data.

7. When we need consent to process data

- 7.1. Where none of the other legal conditions apply to the processing, and we are required to get consent from the data subject, we will clearly set out what we are asking consent for, including why we are collecting the data and how we plan to use it. Consent will be specific to each process we are requesting consent for and we will only ask for consent when the data subject has a real choice whether or not to provide us with their data.
- 7.2. Consent can however be withdrawn at any time and if withdrawn, the processing will stop. Data subjects will be informed of their right to withdraw consent and it will be as easy to withdraw consent as it is to give consent.

8. Processing for specified purposes

- 8.1. We will only process personal data for the specific purposes explained in our privacy notices (as described above in section 6.5) or for other purposes specifically permitted by law. We will explain those other purposes to data subjects in the way described in section 6, unless there are lawful reasons for not doing so.

9. Data will be adequate, relevant and not excessive

- 9.1. We will only collect and use personal data that is needed for the specific purposes described above (which will normally be explained to the data subjects in privacy notices). We will not collect more than is needed to achieve those purposes. We will not collect any personal data "just in case" we want to process it later.

10. Accurate data

- 10.1. We will make sure that personal data held is accurate and, where appropriate, kept up to date. The accuracy of personal data will be checked at the point of collection and at appropriate points later on.

11. Keeping data and destroying it

11.1. We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance issued to our sector about retention periods for specific records.

11.2. Information about how long we will keep records for can be found in this Data Retention Schedule:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Blue Crew & Creche Register	24 months after the last contact
Little Lights	12 months after last contact
Gift aid declarations and paperwork	As long as the tax rebate is being claimed.
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed of immediately after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event - selected items retained for historical records
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)
Fellowship Meeting Register	24 months
Minute Books	Indefinitely
Employee & Payroll Records	6 tax years after the date of termination of employment

Pension Records (money purchase)	6 years after transfer or value taken
Visitors Books	Indefinitely in a locked cupboard
Annual Reports Book	Indefinitely
Membership reports from other churches	Indefinitely as included in Fellowship Meeting minutes
Church/Hall Bookings	1 year after last booking

12. Security of personal data

- 12.1. We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.
- 12.2. We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.

Measures will include technical and organisational security measures. In assessing what measures are the most appropriate we will take into account the following, and anything else that is relevant:

- a) the quality of the security measure;
- b) the costs of implementation;
- c) the nature, scope, context and purpose of processing;
- d) the risk (of varying likelihood and severity) to the rights and freedoms of data subjects;
- e) the risk which could result from a data breach.

12.3. Measures may include:

- a) technical systems security;
- b) measures to restrict or minimise access to data;
- c) measures to ensure our systems and data remain available, or can be easily restored in the case of an incident;
- d) physical security of information and of our premises;
- e) organisational measures, including policies, procedures, training and audits;
- f) regular testing and evaluating of the effectiveness of security measures.

13. Keeping records of our data processing

- 13.1. To show how we comply with the law we will keep clear records of our processing activities and of the decisions we make concerning personal data (setting out our reasons for those decisions).

Section C – Working with people we process data about (data subjects)

14. Data subjects' rights

- 14.1. We will process personal data in line with data subjects' rights, including their right to:
- a) request access to any of their personal data held by us (known as a Subject Access Request);
 - b) ask to have inaccurate personal data changed;
 - c) restrict processing, in certain circumstances;
 - d) object to processing, in certain circumstances, including preventing the use of their data for direct marketing;
 - e) data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organisation;
 - f) not be subject to automated decisions, in certain circumstances; and
 - g) withdraw consent when we are relying on consent to process their data.
- 14.2. If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our Church Secretary and other Trustees/Deacons immediately.
- 14.3. We will act on all valid requests as soon as possible, and at the latest within one calendar month, unless we have reason to, and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.
- 14.4. All data subjects' rights are provided free of charge.
- 14.5. Any information provided to data subjects will be concise and transparent, using clear and plain language.

15. Direct marketing

- 15.1. We will comply with the rules set out in the GDPR, the Privacy and Electronic Communications Regulations (PECR) and any laws which may amend or replace the regulations around direct marketing. This includes, but is not limited to, when we make contact with data subjects by post, email, text message, social media messaging, telephone (both live and recorded calls) and fax.

Direct marketing means the communication (by any means) of any advertising or marketing material which is directed, or addressed, to individuals. "Marketing" does not need to be selling anything, or be advertising a commercial product. It includes contact made by organisations to individuals for the purposes of promoting the organisation's aims.

- 15.2. Any direct marketing material that we send will identify Union Church as the sender and will describe how people can object to receiving similar communications in the future. If a data subject exercises their right to object to direct marketing we will stop the direct marketing as soon as possible.

Section D – working with other organisations & transferring data

16. Sharing information with other organisations

- 16.1. We will only share personal data with other organisations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice), unless legal exemptions apply to informing data subjects about the sharing. Only authorised and properly instructed (Minister & Trustees) are allowed to share personal data.
- 16.2. We will keep records of information shared with a third party, which will include recording any exemptions which have been applied, and why they have been applied. We will follow the ICO's statutory [Data Sharing Code of Practice](#) (or any replacement code of practice) when sharing personal data with other data controllers. Legal advice will be sought as required.

17. Data processors

- 17.1. Before appointing a contractor who will process personal data on our behalf (a data processor) we will carry out due diligence checks. The checks are to make sure the processor will use appropriate technical and organisational measures to ensure the processing will comply with data protection law, including keeping the data secure, and upholding the rights of data subjects. We will only appoint data processors who can provide us with sufficient guarantees that they will do this.
- 17.2. We will only appoint data processors on the basis of a written contract that will require the processor to comply with all relevant legal requirements. We will continue to monitor the data processing, and compliance with the contract, throughout the duration of the contract.

18. Transferring personal data outside the European Union (EU)

- 18.1. Personal data cannot be transferred (or stored) outside of the European Union unless this is permitted by the GDPR. This includes storage on a “cloud” based service where the servers are located outside the EU.
- 18.2. We will only transfer data outside the EU where it is permitted by one of the conditions for non-EU transfers in the GDPR

Section E – Managing change & risks

19. Data protection impact assessments

- 19.1. When we are planning to carry out any data processing which is likely to result in a high risk we will carry out a Data Protection Impact Assessment (DPIA). These include situations when we process data relating to vulnerable people, trawling of data from public profiles, using new technology, and transferring data outside the EU. Any decision not to conduct a DPIA will be recorded.

- 19.2. We may also conduct a DPIA in other cases when we consider it appropriate to do so. If we are unable to mitigate the identified risks such that a high risk remains we will consult with the ICO.
- 19.3. DPIAs will be conducted in accordance with the ICO's Code of Practice '[Conducting privacy impact assessments](#)'.

20. Dealing with data protection breaches

- 20.1. Where staff or volunteers, or contractors working for us, think that this policy has not been followed, or data might have been breached or lost, this will be reported immediately to the Trustees/Deacons or Minister.
- 20.2. We will keep records of personal data breaches, even if we do not report them to the ICO.
- 20.3. We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within 72 hours from when someone in the church becomes aware of the breach.
- 20.4. In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay.

This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

Schedule 1 – Definitions and useful terms

The following terms are used throughout this policy and have their legal meaning as set out within the GDPR. The GDPR definitions are further explained below:

Data controller means any person, company, authority or other body who (or which) determines the means for processing personal data and the purposes for which it is processed. It does not matter if the decisions are made alone or jointly with others.

The data controller is responsible for the personal data which is processed and the way in which it is processed. We are the data controller of data which we process.

Data processors include any individuals or organisations, which process personal data on our behalf and on our instructions e.g. an external organisation which provides secure waste disposal for us. This definition will include the data processors' own staff (note that staff of data processors may also be data subjects).

Data subjects include all living individuals who we hold or otherwise process personal data about. A data subject does not need to be a UK national or resident. All data subjects have legal rights in relation to their personal information. Data subjects that we are likely to hold personal data about include:

- a) the people we care for and support;
- b) our employees (and former employees);
- c) consultants/individuals who are our contractors or employees working for them;
- d) volunteers;
- e) tenants;
- f) trustees;
- g) complainants;
- h) supporters;
- i) enquirers;
- j) friends and family;
- k) advisers and representatives of other organisations.

ICO means the Information Commissioners Office which is the UK's regulatory body responsible for ensuring that we comply with our legal data protection duties. The ICO produces guidance on how to implement data protection law and can take regulatory action where a breach occurs.

Personal data means any information relating to a natural person (living person) who is either identified or is identifiable. A natural person must be an individual and cannot be a company or a public body. Representatives of companies or public bodies would, however, be natural persons.

Personal data is limited to information about living individuals and does not cover deceased people.

Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.

Privacy notice means the information given to data subjects which explains how we process their data and for what purposes.

Processing is very widely defined and includes any activity that involves the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message (e.g. on voicemail) or viewing personal data on a screen or in a paper document which forms part of a structured filing system. Viewing of clear, moving or stills images of living individuals is also a processing activity.

Special categories of data (as identified in the GDPR) includes information about a person's:

- l) Racial or ethnic origin;
- m) Political opinions;
- n) Religious or similar (e.g. philosophical) beliefs;
- o) Trade union membership;
- p) Health (including physical and mental health, and the provision of health care services);
- q) Genetic data;
- r) Biometric data;
- s) Sexual life and sexual orientation.

Schedule 2 – ICO Registration

Data Controller: Union Church Hunstanton

Registration Number: A8295402

Date Registered: 9th May 2018

Address: Union Church,
2 Sandringham Road,
Hunstanton,
Norfolk
PE36 5BN

Appendix of Privacy Notices:

Young People's & Children's Privacy Notice

We collect and hold your information to enable Union Church to run Children and Young People's groups and events safely and contact you in case of emergency. Data protection legislation allows us to process this information as it is critical to us running events responsibly.

The information you supply will be held in paper form which will be kept securely in a locked cabinet/cupboard with limited access for Trustees and, appropriate Youth and Children's work leaders.

Your data will be destroyed if you / your child or young person has not attended any Union Church groups/event for 24 months. We will not pass on any data to anyone else and you have the right to view, amend, and remove your data at anytime by submitting a 'Subject Access Request' to the Church Secretary (01485 532309 or ubjaney@hotmail.co.uk).

If you have any questions about how and why your information is being used, please speak to your leader or a church Trustee (Deacon). If after speaking to us you are still unhappy, you have the right to complain to the Information Commissioner Office.

Little Lights Privacy Notice

We collect and hold your information to enable Union Church to run Little Lights and in case of an emergency at the group. Data protection legislation allows us to process this information as it is critical to us running events responsibly.

The information you supply will be held in paper form which will be kept securely in a locked cabinet/cupboard with limited access for Little Lights leaders, and in an encrypted file on the group leaders computer.

Your data will be destroyed if you / your child has not attended Little Lights for 24 months. We will not pass on any data to anyone else and you have the right to view, amend, and remove your data at any time by submitting a 'Subject Access Request' to the Church Secretary (01485 532309 or ubjaney@hotmail.co.uk).

If you have any questions about how and why your information is being used, please speak to a leader or a church Trustee (Deacon). If after speaking to us you are still unhappy, you have the right to complain to the Information Commissioner Office.

Little Lights Website Privacy Notice

If you contact us via 'littlelightshunny@gmail.com' or the phone number above we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.

Under Data Protection legislation the church Charity Trustees are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk.

If you are concerned about the way your information is being handled please speak to our Trustees (Deacons). If you are still unhappy you have the right to complain to the Information Commissioners Office.

Website Privacy Notice

If you complete this 'Contact Us' form or use the email addresses above we will only retain your name and details for as long as is necessary for us to deal with your enquiry. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.

Under Data Protection legislation the church Charity Trustees are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk.

If you are concerned about the way your information is being handled please speak to our Trustees (Deacons). If you are still unhappy you have the right to complain to the Information Commissioners Office.

Union Church Events Email Privacy Notice

You have requested to receive occasional emails about Union Church events and we will only retain your name and details for as long as is necessary for us to email about these events. We will NOT pass on your details to anyone other than the person (or people) in our church who sends out this information and if you would like to UNSUBSCRIBE from these emails, please email abramiansam@gmail.com requesting to do so.

Under Data Protection legislation the church Charity Trustees are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk.

If you are concerned about the way your information is being handled please speak to our Trustees (Deacons). If you are still unhappy you have the right to complain to the Information Commissioners Office.

Visitors Book Privacy Notice

If you include your name and contact details in our Visitors Book we will only retain your name and details to send you a Christmas card this year. We will NOT pass on your details to anyone other than the person (or people) in our church who are best able to deal with your enquiry.

Under Data Protection legislation the church Charity Trustees are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk.

If you are concerned about the way your information is being handled please speak to our Trustees (Deacons). If you are still unhappy you have the right to complain to the Information Commissioners Office.

Email Prayer Chain Privacy Notice

Sending prayer requests:

If you request prayer for another person on this Email Prayer Chain please make sure you have their consent to do so. Please do not include anything in an email which you wouldn't want the person concerned to see.

Receiving prayer requests:

When receiving prayer chain emails, please delete the email once it is not needed anymore. This could be as soon as you have prayed, when a further update is received or when a situation has changed/improved so that prayer is no longer needed.

If you would like to unsubscribe from this Email Prayer Chain, please request this by emailing prayerchainunion@gmail.com.

Employee Privacy Notice for a form requesting details from a new or potential employee:

Under Data Protection legislation the church Charity Trustees of Union Church Hunstanton are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk.

We are collecting this information to enable us to enter into a contract of employment with you. If you are unable to provide this information then we will be unable to enter into that contract.

The information you supply in this form will be

- Held on the Trustee computers which are password protected and accessed only by the Ministers, Church Secretary and Trustees.
- Destroyed six years after you leave our employment

We will be undertaking performance appraisals as part of your employment and copies of the reports from these (along with all documents supplied as part of your application) will be kept in a password protected section of Trustee computers which can only be accessed by them as your Line Manager(s). If appropriate, information from these documents may be shared with other charity Trustees but will NOT be shared with anyone else without your consent.

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Subject Access Request:

Everyone at any time has the right to view all the data we hold on them. This is done through a 'Subject Access Request' form available from the Church Secretary (01485 532309 or ubjaney@hotmail.co.uk). We will then provide you with a data report within one calendar month. Please ask at the Church Secretary for further details.



Church Members & Friends of Union Church Privacy Notice

We collect and hold your information to keep in touch with you and provide pastoral support as appropriate. Data protection legislation allows us to process this information as it is regarded as being in Union Church's legitimate interests.

The paper form you submit will be held as record of your consent in a locked cabinet/cupboard with limited access. Your name and contact details will be entered into our database which is held on the church Charity Trustees computers and is password protected with limited access.

To enable us to provide adequate pastoral support to you and your family, the Minister(s) may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on their computer but the password will only be known by the Minister(s). This information will NOT be disclosed to anyone else without your consent.

Your data will be removed once you are no longer a member or friend of Union Church Hunstanton or unsubscribe from our updates. We will not pass on any data to anyone else and you have the right to view, amend, and remove your data at anytime by submitting a 'Subject Access Request' to the Church Secretary (01485 532309 or ubjaney@hotmail.co.uk).

If you have any questions about how and why your information is being used please speak to a Trustees (Deacon). If after speaking to us you are still unhappy, you have the right to complain to the Information Commissioner Office.

Church Directory

We would also like to include your name and contact details in our Church Directory which will be distributed in hard copy as appropriate. A copy will also be kept in the church vestry. We will not give copies of the Church Directory to anyone else. We will only include you if you give your specific consent for us to do so.

If you are happy for your details to be included please tick the box below, you can ask for your all or any of details to be removed at any time.

- I give my consent for my name and contact details to be included in the Union Church Directory.

Church Magazine

We also distribute a monthly magazine to those who would like a copy, please tick this box if you would like to receive one and whether it be by post or email:

- I would like to receive the monthly Church Magazine by POST
- I would like to receive the monthly Church Magazine by EMAIL
- I would like to collect a printed copy of the Church Magazine FROM THE CHURCH

Name:

Signed:

Date:



Dear Magazine Reader(s),

I am writing to you about the distribution of the magazine in the light of the new data protection regulations in the UK.

As a result of these new regulations we need to know if you would like to continue to receive the Union Church monthly magazine by delivery/post. So I am writing to you about how we use your data. A consent form is attached for you to return if you would like to continue to receive our magazine by delivery/post.

If you would like to continue to receive the magazine we will only retain your name and details to send/deliver it to you. We will NOT pass on your details to anyone other than the person (or people) in the church who produce and deliver the magazine.

If you are concerned about the way your information is being handled please speak to our Trustees (Deacons). Under Data Protection legislation the church Charity Trustees are the Data Controller and can be contacted via the Church Secretary - 01485 532309 or emailing ubjaney@hotmail.co.uk. If you are still unhappy you have the right to complain to the Information Commissioners Office.

We hope you will choose to continue receiving our magazine by completing and returning the form below. Unfortunately if we do not hear from you we will no longer be able to send you a copy.

Thank you for reading the magazine and we hope you have been blessed by it.

Many thanks,

Rev. Sam Abramian

Please tick the box if you would like to continue to receive the magazine:

I would like to receive the monthly Church Magazine by POST/DELIVERY

Address:

Name:

Signed:

Date:

Please return to: Union Church, 2 Sandringham Road, Hunstanton, Norfolk, PE36 6AX