

# Aston Tirrold United Reformed Church

## Privacy Policy

---

### **I Introduction**

1.1 Aston Tirrold United Reformed Church (ATURC) is committed to protecting and respecting the privacy of people whose personal information it holds, and to processing that personal information fairly and lawfully.

1.2 This policy explains:

- how we collect personal information
- what type of information we collect
- why we collect it
- the legal basis for processing the information
- how we use the information
- how long we keep it
- when and how we may share it with others
- how we keep it secure, and
- the privacy rights of data subjects and how the law protects them.

1.3 Aston Tirrold United Reformed Church is a data controller. This means that we determine the purposes and means of processing the personal data we collect and hold.

1.4 We only use personal information if we have a proper reason to do so. This includes sharing information outside the church.

### **2 How do we collect information about you?**

2.1 We obtain information about you when you provide it to someone connected with the church. This could be in person, via phone, email, or post.

2.2 We may also obtain personal information from publicly available sources, such as the United Reformed Church Yearbook or Wessex Synod Directory. You will know if you have provided information for such purposes, and you should contact the national URC or Wessex Synod for more information about how they collect, store and process personal data.

### **3 What type of information is collected?**

3.1 The personal information we collect may include

- name
- your address
- your phone number
- your email address
- your date of birth

3.2 We will not normally need to collect any additional information about you, including sensitive or 'special category' data such as health / disability information.

#### **4 How is this information used?**

4.1 We may use this information to:

- add your details to a contact list of members and friends of ATURC, which is available to all members and friends of the church
- add your details to other internal documentation such as rotas etc. which are provided to people who need them due to a role they undertake within the church
- add your details to a mailing list so that you can receive the church newsletter, monthly bulletin, other church-related information, and/or information about events happening at the Centre for Reflection
- maintain your details on a list of people invited to lead worship at the church

#### **5 What is the lawful basis for processing the information?**

5.1 The lawful basis for processing the information is legitimate interest.

5.2 The purposes for which we have a legitimate interest to collect, process and store this information are

- to witness in the Reformed tradition to the Christian message, revealed through the Word of God
- to provide fellowship, sustenance and pastoral care to and for each other
- where we can, to make a difference in the world, both locally and further afield

through holding services of worship, meetings, and a range of other events and activities.

5.3 You have the right to object to the processing of your personal data on the basis of legitimate interest. If you wish to do so, please contact the minister (when in post) or any elder at any time (*contact details on the back page of the church newsletter*).

#### **6 How long is the information kept?**

6.1 We hold personal information only for as long as is necessary and while it is up to date. We review the information regularly and delete it when it is no longer current.

#### **7 Who has access to your information?**

7.1 The information you provide may be made available to the minister (when in post) and any serving elder.

- 7.2 Your name, address, phone number and email address may be included on a contact list which we distribute to all members and friends of the church.
- 7.3 Your day and month of birth (but not the year) may be made available to a member of the church who arranges for a birthday card to be sent to you.
- 7.4 We may be required to pass your personal information to the Wessex Synod or the National United Reformed Church. This is usually only in relation to people who carry out specific roles and will always be done with their knowledge and subject to their agreement.
- 7.5 We pass information collected for the purposes of claiming Gift Aid to Her Majesty's Revenue & Customs (HMRC). This information is provided on a voluntary basis at the time that a donation is made. For more information contact the Treasurer.
- 7.6 Contact details of minister (when in post) and elders are included in the church newsletter. This is only done subject to the knowledge and agreement of the individuals concerned.
- 7.7 Otherwise, we will not pass your personal information to any other person or organisation without your consent, unless in exceptional cases when we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

## **8 Children**

- 8.1 We are particularly concerned to protect the privacy of children. We are confident that the basis on which we collect, process and store information is fair to children, protects their rights and freedoms, and is fully in line with their reasonable expectations and those of their parents. We take responsibility for identifying the risks and consequences of processing children's data.

## **9 Your choices and rights**

- 9.1 You have the right to determine how we use your personal data. If you wish to restrict the ways we use your data, please contact the minister (when in post) or any elder to explain what you would like us to do (*contact details on the back page of the church newsletter*).
- 9.2 You have a choice about whether or not you wish to be contacted by or receive information from us. You can change your preferences, object or ask for processing to be restricted at any time by contacting the minister (when in post) or any elder (*contact details on the back page of the church newsletter*).
- 9.3 You have the right to ensure that the information we hold about you is correct and up to date. If your details change and need to be updated, please contact the minister (when in post) or any elder (*contact details on the back page of the church newsletter*).
- 9.4 You have the right to ask for a copy of the personal information we hold about you. If you would like to do this, please contact the minister (when in post) or any elder (*contact details on the back page of the church newsletter*). We will respond to you as soon as possible and usually within one calendar month.

9.5 You have the right to object about the way we collect, store or use your data. If you wish to do this please contact the minister (when in post) or any elder (*contact details on the back page of the church newsletter*).

9.6 You have the right to have your information erased / deleted. If you wish to do this please contact the minister (when in post) or any elder (*contact details on the back page of the church newsletter*).

## **10 Security precautions in place to protect the loss, misuse or alteration of your information**

10.1 Personal information held by the church is stored securely on password protected computers, or held in secure (locked) premises.

## **11 Questions and complaints**

11.1 Any questions regarding this Privacy Policy or our privacy practices should be directed to the minister (when in post) or any elder (*contact details on the back page of the church newsletter*).

11.2 If you have a complaint about our privacy practices or the way we have collected, used, retained or disposed of your information please contact the minister (when in post) or any elder (*contact details on the back page of the church newsletter*). Alternatively, you can contact the Information Commissioner's Office by calling their helpline on 0303 123 1113 (in the UK).

## **12 Feedback and review**

12.1 Comments and feedback about this policy should be directed to the Church Secretary.

12.2 The policy will be reviewed annually by the elders and referred to the Annual Church Meeting for formal approval.

Approved by elders: 16 November 2023

Approved by church meeting: 25 February 2024

Signature:

Name: Julian Gallop

Secretary

Aston Tirrold United Reformed Church, Spring Lane, Aston Tirrold, Didcot OX11 9EJ <http://www.aturc.freeuk.com>