

## DATA PRIVACY NOTICE

### The Trustees of Abington Avenue URC, Northampton

#### Introduction:

This Data Privacy Notices relates to the charity's responsibilities under the General Data Protection Regulation (the GDPR) which comes into force in May 2018.

This Notice relates to all the activities of the church under the oversight of the trustees and also to the operation of the Child Contact Centre (CCC) which meets on the church premises. Where applicable, considerations specific to the CCC are noted separately.

#### 1. Your personal data – what is it?

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. Who are we?

The Trustees of Abington Avenue URC, Northampton collectively 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 Abington Avenue URC, Northampton 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 your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the borough of Northampton, the county of Northamptonshire and wider, as decided from time to time by Church Meeting (the ultimate decision making body of the church);
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events, activities and services running at Abington Avenue URC;
- To share your contact details with the URC area and national Synod offices so they can keep you informed about news in the URC and events, activities and services that will be occurring in Northamptonshire and in which you may be interested.

Specifically in relation to the CC we keep records of:

- Details of resident parents
- Details of non-resident parents
- Details of other family members, if attending the CCC
- Details relating to the children using the CCC, including medical information, if relevant to situations that might arise during their attendance
- Details relating to safeguarding issues
- Relevant information extracted from Court Orders or solicitors' or other correspondence
- Details of volunteers for contact purposes
- Information relating to funding applications

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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.

#### **5. Sharing your personal data**

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

#### **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in guidance issued by the URC and the Information Commissioners Office.

Specifically, we retain Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate (as required by HMRC regulations); and membership registers, and records of baptisms, marriages, and funerals permanently.

In respect of payroll and PAYE records, we retain these as required by HMRC regulations. In respect of other employee information, we retain records for 6 years after the employment has ended. Information relating to employees is shared with our payroll processing bureau, currently CVS (Northampton and County), and our pension provider, The People's Pension, to enable them to process the payroll and pension contributions effectively.

In relation to the CCC, we keep personal data for 3 years following the end of the child's use of the contact centre or for 6 years if there are any matters subject to safeguarding regulations.

### **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 your personal data which the Trustees of Abington Avenue URC, Northampton hold about you;
- The right to request that the Trustees of Abington Avenue URC, Northampton 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 the Trustees of Abington Avenue URC, Northampton 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 the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), although this only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- 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, although this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.
- 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.

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### 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary via the Church Office

mail: Abington Avenue URC, Abington Avenue, Northampton, NN1 4QA

email: [sec.aaurc@btconnect.com](mailto:sec.aaurc@btconnect.com)

tel: 01604 604623

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.

Adopted by AAURC trustees on 10 April 2018

Scheduled review: April 2019