



Hope Community Church Privacy Policy

Hope Community Church, Hope Chapel, Hotwells, Bristol BS8 4ND

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 Hope Community Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Hope Community Church complies with its 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 inform you of news, events, activities and services run by Hope
- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid 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.
- 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 contact and family information whilst it is still current. You can ask to have this information removed at any time. We will assume that when you leave Hope you may still want to remain in contact with the church occasionally so we will not automatically remove your record unless requested to do so.

See 'Record Storage' table below for details about storing other records.

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 Hope Community Church holds about you;
- The right to request that Hope Community Church corrects 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 Hope Community Church 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), (where applicable) [*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, (where applicable) [*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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Hope Community Church Administrator on office@hopechapel.co.uk or 0117 9272600.



Appendix 1: Record Storage

Record Description	Time Held	Rationale
Current church member/attendee contact and family information	Ongoing (unless request to remove)	Important for connection with the church
Historic church member/attendee contact and family information	10 years then destroy (unless request to remove earlier)	Assumption that 2 way communication may continue after leaving Hope
Baptisms, Dedications, Marriages, Funerals, Services	Permanently	Valuable historical record
Church meeting minutes, church news updates, general communications	Permanently	Valuable historical record
Photographs and videos of church life, chapel building, people and activities	Permanently	Valuable historical record
Church governance, staff, building minutes, records, updates	Permanently	Valuable historical record
Booking details, utility policies, contracts, tenders, licences etc	10 years then destroy	Obsolete
Safeguarding records of incidents, management plans etc.	50 years	To maintain a safe environment for children and vulnerable adults
Records of children's activities, registers, risk assessments	50 years	To maintain a safe environment for children and vulnerable adults
Annual Accounts	Permanently	Valuable historical record
Cash records, bank statements, other financial records	10 years then destroy	Obsolete
Gift Aid declarations	As long as valid + 10 years	Obsolete