



Privacy notice

March 2021

1. Awareness – Church Leaders and key people at HCF are aware that the law has changed to the GDPR. They appreciate the impact of this legislation on the data kept and the way the data is stored regarding individual members and those known to the church family. HCF has identified areas where there is a need for vigilance in order to comply with the law under the GDPR.

2. Information held - Personal data is provided by the individual and not by a third party. No one may pass on details to a third party - this must be given by the individual unless written permission is provided.

Registers include –
Members and friends **Name, address, birthday, landline, mobile and email address**
Parent / Guardian & child attending Toddler Group, **Name /phone only**
Parent / Guardian & child attending Epic Explorers **Name /phone / address**
Individuals contacted through Community Chaplains **Name /phone / address**
Visitors to the church meetings **Usually only Name / phone** provided
Register of Membership, dedication, conversion and baptism. **Name and date**
Data relating to applications for roles within the church.
Ex-Offenders Contracts

This information is **not shared with anyone** without the consent of the individual. Data will not be passed to another party, rather, should an individual outside of the church family wish to contact someone, their contact details will be taken and the individual will be asked to contact them.

These registers are maintained annually but are amended as soon as a request is received to add/remove a name/data.

All data is stored in a secure place in the church office.

Church leaders have access to **all data**.

A copy of the data of **Members and Friends** is kept by Laura Balbuena and Pauline James for the purpose of sending greetings cards, and information of forthcoming events.

The **church register** is held by all members and contains the data relating to **Members and Friends** who have agreed to allow their data to be shared within the church family.

All members have a '**Prayer Chain**' sheet with names /phone numbers of individuals who have agreed to participate in this support group.

Community Chaplains have access to data received from **members of the community** who have been contacted through the scheme and who have agreed to give their details to the chaplain.

Individuals must **positively opt-in**, in order for the information to be stored. Copies of their opt-in paper are stored in the safe in the church office. See **Consent Form**.

3. Communicating Privacy Information – When collecting personal data, people will be told who will have access to the information and how this information will be used, see **Consent Form**. Under the GDPR people will be told the lawful basis for processing the data, data retention periods and the individual's right to complain to the ICO if they think there is a problem with the way their data is handled. The GDPR requires this information to be provided in concise, easy to understand /clear language, see **Consent Form**.

Any information shared confidentially by an individual, will not be shared with anyone else without the permission of the person disclosing the information unless the information is of an illegal nature or a safeguarding matter. In such cases, the individual will be encouraged to pass on the information themselves but failure to do so will necessitate a church leader informing the necessary authorities.

4. Individual's Rights - We ensure that all procedures cover all the rights of individuals, including how personal data is deleted from the records or how data is provided electronically. The GDPR includes the following rights for individuals: the right to be informed; the right of access; the right to rectification; the right to erasure; the right to restrict processing; the right to data portability; the right to object; and the right not to be subject to automated decision-making including profiling.

The individual is the only person who will make the decision to delete their information from the data kept. There is no portability of data at HCF.

5. Lawful basis for your processing data – Within the GDOR, HCF has the lawful basis for processing data, with the responsibility to communicate this with all whose data is held.

6. Data breaches – in the unlikely event of any data breaches the ICO will be informed and each individual affected will be notified.



Hammersmith Christian Fellowship

CONSENT FORM

Your privacy is important to us and we would like to communicate with you about our church and its activities. To do so, we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

You can find out more about how we use your personal data by reading our privacy notice which you can obtain from one of the Leadership Team.

Name

Address

.....

.....

Email

Phone

Mobile

Signature (If you are aged 13 or under your parent or guardian must sign)

Birthday dd /mm

Date

Please confirm your consent to one or more of the following¹:

Newsletters, notices and other communications

We may contact you to keep you informed about the work of the Church including notices, news, events, meetings, clubs, groups and activities, and what is going on in the local area, or other local churches. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).

Communications about other organisations

We may contact you to keep you informed about the work of selected Christian organisations including but not restricted to, mission organisations (e.g. CPR, Love Russia), social concern organisations.

Activities and groups

We may contact you about events and activities you may be interested in participating in, taking place at HCF or provided by other churches and organisations within or outside the local area.

Church Directory

We will include your details in the 'Church Directory' which is circulated to Church members and friends.

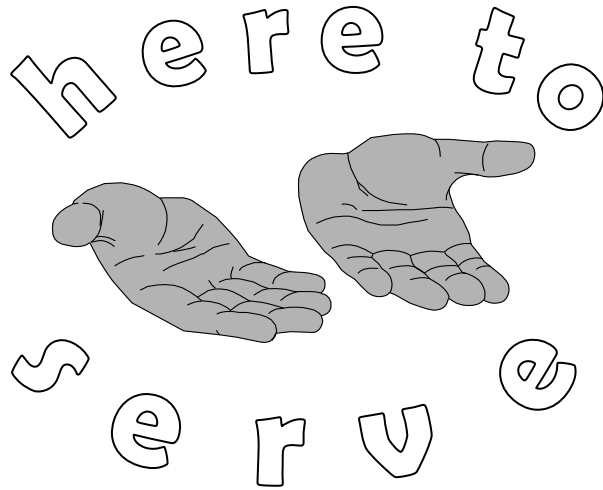
Birthdays and news for particular prayer needs (prayer chain)

You will be sent a birthday card and will be contacted by telephone or WhatsApp regarding prayer needs of folk within the church family.

Keeping in touch:

- Yes please, I would like to receive communications by email
 Yes please, I would like to receive communications by telephone
 Yes please, I would like to receive communications by mobile phone including text message
 Yes please, I would like to receive communications by social media
 Yes please, I would like to receive communications by post

¹ You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from the Church Leaders. You can withdraw or change your consent at any time by contacting one of the Church Leaders.



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