

**Data Privacy Notice**

***Changes to Data Protection legislation***

The Data Protection Act 1998 will be replaced by The General Data Protection Regulation (GDPR) from 25th May 2018. Croes-y-Parc Chapel is run as a not-for-profit organisation and, as such, is not required to register with the Information Commissioner’s Office. However, it is still required to comply with the Regulation.

Under this legislation you have certain rights which are shown in Section 5.

## Section 1: The Identity and contact details of the Data Controller.

**Who is collecting the data?**

The Pastor and Elders of Croes-y-Parc Chapel are the Data Controller (see contact details below). This means they decide how your personal data is processed and for what purposes.

The data will only be collected by the Pastor and Elders, or those authorised by them to do so.

**What data is being collected?**

As a member or friend of the Croes-y-Parc, we will collect your name, address, telephone and email contact details and any information relating to bank transfers and payments to Croes-y-Parc Chapel (where necessary i.e. regular giving).

When Croes-y-Parc Chapel runs holiday clubs or other activities for children and youth we will collect information to enable the church to run the activity safely and ensure we can contact you (or other nominated adult) in case of an emergency.

## Section 2: The purpose or purposes for which the data is intended to be processed.

The information will be used to:

* administer membership information;
* manage financial transactions, including processing gift aid applications;
* provide regular newsletters and send invitations to members, including informing members of news, events, activities or services running at Croes-y-Parc and associated churches;
* enable us to provide a voluntary service for the benefit of our members and the wider community, as specified in our constitution.
* enable the Pastor of the chapel to provide pastoral care to members;
* to fundraise and promote the interests of the Chapel;
* manage our employees and volunteers;
* maintain our own accounts and records
* run activities for children and young people safely

Where consent is given we will include your name and contact details in our Church Directory which will be distributed by email to all Church Members and in hard copy as appropriate. We will not give copies of the Church Directory to anyone else.

## Section 3: The legal grounds for the processing

We may process the personal information you provide to support our legitimate interest in delivering Croes-y-Parc Chapel’s mission and purposes, or because you have given specific consent or we have a legal obligation.

You are able to withdraw your consent to receive information (except for that which relates to contractual or statutory reasons) should you wish to do so.

* We process your information to enable us to keep you informed about news, events, activities and services;
* For carrying out legal obligations in relation to Gift Aid or under employment, safeguarding or financial transactions.
* Processing is carried out by a religious not-for-profit body and:
	+ 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, unless we have a legal obligation.

## Section 4: Information to help you understand how we are handling your personal details.

**How long will the data be kept?**

The membership data will be stored as long as you wish to remain a member of the Chapel. If this is no longer the case your personal data will be removed from the membership database as soon as the Church Secretary is notified.

We retain membership data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers of marriages are retained permanently.

There is a requirement to store historic donation records which may contain past members’ records.

In regard to Holiday Clubs, or other children’s and youth activities the forms will be destroyed once the activity has finished unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

**Will the data be shared with any third parties?**

Your personal data will be treated as confidential and will only be shared with other members of Croes-y-Parc in order to carry out a service for them or for purposes connected with the Chapel. We will only share your data with other third parties with your consent, or where there is a legal obligation to do so, such as with HMRC for Gift Aid or for safeguarding reasons.

**How your data will be stored**

Your name and contact details will be entered into our church database which is held on a password protected database and accessed only by the Pastor and Elders, or those authorised to do so. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our “church friends”.

To enable us to provide adequate pastoral support to you and your family, the Pastor, or an Elder may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a password protected computer. This information will NOT be disclosed to anyone else without your consent.

In regard to Holiday Clubs, and other children’s and youth activities, the information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the Pastor, Elders and the children & youth leaders will have access to this information.

## Section 5: Your rights in relation to your data

* You have the right to ask what personal Croes-y-Parc Chapel holds about you and the reasons for holding it. A Subject Access Request can be made in writing at any time to the Church Secretary. Any requests will be subject to verification of the applicant’s identity.
* The right to request a copy of your personal data which Croes-y-Parc Chapel holds about you;
* The right to request that Croes-y-Parc Chapel 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 Croes-y-Parc Chapel to retain such data;
* The right to withdraw your consent to the processing at any time
* 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 your personal data, in some cases;
* The right to lodge a complaint with the Information Commissioners Office:

 Tel: 0303 123 1113

 Website: www.ico.org.uk

**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 necessary, we will seek your prior consent to the new processing.

Complaints can be raised in writing or email to the Church Secretary.

**Contact details:**

Croes-y-Parc Chapel

Chapel Lane

Peterston-Super-Ely

CF5 6LF

*Email:* dataprotection@croesyparc.co.uk