

GENERAL DATA PROTECTION REGULATION REQUIREMENTS

(amended 15 August 2023)

From the UEC office:

This is an important document, and we ask that you read it all. The General Data Protection Regulations (GDPR) describe what organisations can and can't do with the information they hold about their members/customers/contacts. This includes all Churches.

At some point in the past you allowed your data (your name and email address and perhaps your postal address and phone number) to be recorded by your Church. This data will be treated as strictly confidential. Shown below is how it is used by your Church, and will be managed by a Data Controller - someone appointed at your Church (possibly the Secretary or Administrator).

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From the Data Controller at your Church:

If you are willing for your personal details to be held and used by us, please confirm this by either:

- a) **signing the Consent section at the end of this document and giving it to the person who gave it to you, or**
- b) **emailing your Consent to the person who sent you this document.**

1 What information do we hold about you?

Your name and email address, and possibly your postal address and a phone number. This is called the "data".

2 For what purpose do we hold this?

We have a legitimate interest to provide you with information about our Church activities and to help with the administration of the Church's activities. This is because you are a member or regular attender or supporter of the services and events we arrange.

3 How long do we keep your data?

Indefinitely, unless you tell us that you no longer wish us to hold your data.

4 Where is your data held?

The main locations are the computers used by the Church Minister(s), Secretary (or Administrator), Treasurer or a group leader. This enables information to be sent to you.

Occasionally others at our Church may need your data to send you information. In that case, your data will be held on their personal computer or laptop temporarily, and will be deleted once there is no need to continue holding it.

Your details will not be passed to any other organisation or person outside of our Church, other than the UEC office, if required. Your details will not be used for profiling or be subject to any automated processing.

5 What rights do you have over how we keep and use your data?

5.1 You have the right to know how we collect, store, use and amend your data.

5.2 You have the right to withdraw your consent for us to use your data, or restrict its use, or delete it altogether, and we will then remove it from our database(s).

5.3 You have the right to ask us not to use your data for the purpose for which it was originally provided, even though it continues to hold your personal details.

- 5.4 You have the right to know what data we hold about you and how it is used. You can ask for this at any time.
- 5.5 You have the right to ask us to correct or change any information we hold about you. Any change will be copied to you for your records.
- 5.6 You have the right to ask us not to pass on your data to another organisation or person.
- 5.7 You have the right ask us to pass your date on to a nominated third party, and we will provide this in a format that is easily accessible.
- 5.8 No child under 14 years old can give their consent to hold their data. Only their parent or guardian can do this.
- 5.9 Any request to us about your data should be sent to the Data Controller (who is the person appointed to oversee data processing held by our Church; this may be the Church Secretary or Administrator).
- 5.10 For general information about data rights, please contact: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or telephone 0303 123 1113 or visit the ICO's website: ico.org.uk
- 5.11 The legal basis for using your data is our legitimate interest in contacting you. This includes collecting, storing, processing, using and deleting your data. If you wish to know more information about this process, please ask for our Privacy Policy.

Once you have read all the above and understand its implications (especially if you do not reply to give your consent), please respond to the follow request:

I consent to my personal details (data) being held by the Data Controller, and I am aware of the rights I have regarding the holding and use of these details. I consent to having my name, address and phone /mobile number added on to the Church's Database (and/or the Church Directory, which is circulated to Church members and regular attendees from time to time).

Please tick this box: [☐]

This is my signature:

Date 2023

Name:

Postal address:

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Email address:.....

Now please either:

- a) send this form to the Data Controller at your Church in order for it to be kept and use your data, or
- b) email your consent to the person who emailed this document to you.

This UEC document responds to the GDPR requirements. Any amendments will be made at the first opportunity. The Finance Committee will review this in **November 2023**