

WENDOVER FREE CHURCH – DATA PROTECTION POLICY

Wendover Free Church is committed to protecting personal data and respecting the rights of the people whose personal data we collect and use (data subjects). We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

The personal data we hold primarily relates to the name, address, telephone number, email address and birthday (day and month), which has been given to us by the person concerned and will be used to communicate with them about the activities of the church and related church organisations and groups.

We will make sure that all personal data is:

- a) processed **lawfully, fairly and in a transparent manner**;
- b) processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;
- c) **adequate, relevant and limited to what is necessary** for the purposes for which it is being processed;
- d) **accurate** and, where necessary, up to date;
- e) **not kept longer than necessary** for the purposes for which it is being processed;
- f) processed in a **secure** manner, by using appropriate technical and organisational means;
- g) processed in keeping with the **rights of data subjects** regarding their personal data.

We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.

This policy should be read in conjunction with our detailed Privacy Statement, which includes how we process personal data, the legal basis for doing so and the rights of data subjects. This policy approves the use of the following summary statement on our website, official emails and other documents where appropriate:

We highly value the personal data you share with us. We promise to keep your information secure and only to use your information to communicate with you about Church activities. For more information about how we use personal data, please see our Data Protection Policy and Privacy Statement available on our website.

Any individual processing personal information on behalf of the church is required to comply with this policy. This includes anyone that holds personal information in respect of church organisations or groups. Personal information may be held in both electronic and paper form. We commit to providing guidance to individuals that hold and process personal information on behalf of the church. If you think that you have accidentally breached the policy, it is important that you contact our Church Secretary immediately so that we can take swift action to try and limit the impact of the breach.

This policy has been approved by the Church Council (as Charity Trustees) who are responsible for ensuring that we comply with all our legal obligations.

Church Council, Wendover Free Church
4 November 2019