



Data Protection Policy

This policy sets out the reasons why Fullbridge Evangelical Church holds personal information and the requirements for handling personal data

1. Church Directory, Notices, Rotas etc

1.1 Personal information is shared on a voluntary basis among all those who are part of the church. This is the intrinsic nature of the Directory. The Directory and any Church Rotas are for Church use only and not to be shared for any other purposes outside Church activities. No copy of the Directory shall be left at the Church premises nor shall it be posted on the web-site, however rotas and lists maybe posted on the notice board or other locations within the Church premises

1.2. The Directory will be updated periodically and requests will be made for the voluntary provision of the following personal data:

- Name
- Address
- Telephone number(s)
- E-mail address

1.3. The legal basis for collecting and processing this information is (i) that consent has been explicitly given and this is taken as given when an individual provides information for a stated purpose, and (ii) that, for producing and publishing rotas, it is necessary for the purposes of the legitimate interests pursued by the church.

1.4. Names will normally only be included on the notice board with photos for elders, deacons and treasurer. We continue to require separate and specific consent to use photographs of children for the notice board, leaflets and the web-site

1.5. The consent of a parent or guardian shall be sufficient to cover any children under 16 whose names appear on the list. This is necessary whether or not the parent/guardian also appears in the Directory.

1.6. The weekly newssheet and monthly calendar should not contain any personal data other than names.

1.7. It must be a condition of receiving a copy of the Directory (paper or electronic) that every reasonable endeavour should be made to keep the information secure so that it may not be distributed outside the church.

2. Pastoral Matters and Prayer Requests

2.1. The Church will not keep files on individuals however for pastoral purposes basic and necessary personal data maybe kept but only for as long as necessary for Church purposes and in any event for no more than 6 years. Such information will be password protected

2.2. Prayer requests should not include full names unless explicit consent has been given for those not in the Directory. Prayer requests may be communicated electronically or in the weekly notice sheet but not on the church web site.

3. Bank Details

Gift Aid records should be held by the church treasurer only. No banking details for individuals should be held in any form.

4. Speakers' Contact Details

Addresses, phone numbers and e-mails for those who invited as speakers need to be kept on the basis that the information is necessary for the purposes of the legitimate interests pursued by the church.

5. DBS Checks

Information supplied by volunteers as part of DBS checks is not kept once it has been passed to CCPAS.

6. Employment

Anyone employed by Fullbridge Church would have to supply such information as is legally necessary for the employment contract but any personal data shall only be used for Church purposes

7. Children's Activities

7.1.. Consent forms must be obtained for activities on the Church premises, trips away from Fullbridge and for events in homes when parents/carers are not on the premises or at the event. The personal data of the child must only be used for informing the activity leaders and volunteers for the safety and wellbeing of the child and to be able to communicate meaningfully with parents/carers.

7.2 Any consent forms should be discarded as soon as is the information is no longer needed and in any event when a child reaches the age of 16 .