

Trinity Church Exeter: how we handle personal data

Introduction

As part of our life as a church family we hold personal information about each other.

As an expression of our care for each other and the people we meet (and to meet statutory data protection regulations) we will ensure this personal information is captured, stored, used and shared appropriately.

This document is Trinity church's policy on handling personal information. It is relevant to anyone in Trinity church who handles personal information as part of their paid or voluntary role in the church family.

Principles

The purpose of the [General Data Protection Regulations](#) (which replaces the Data Protection Act in may 2018) is to protect individuals' personal information. It gives people the right to know what information an organisation holds about them, to ask that this information is changed or deleted or to restrict how this information is used. It ensures that information about individuals is only ever collected with explicit consent, is only used for the purposes it is collected and is safely stored (and deleted).

As staff and volunteers of Trinity church who handle personal information we commit to the following principles:

- **We will always seek explicit consent for the personal information we capture**
- **We will make clear how this information will be used (e.g. "only for contacting you about Holiday Club" or "your name will only appear in the church prayer diary")**
- **We will enable individuals to easily ask for a copy of the information held about them and enable them to easily ask that this information is amended or deleted**
- **We will not use or share personal information for purposes other than those for which it was given**
- **If we are aware of a 'data breach' then we will report this to Trinity's data protection officer as soon as possible (Aug'20: this is Mike Walton: miketwalton@gmail.com)**
- **We will only hold personal information for as long as is necessary**
- **If we step back from a role in the church family we will ensure any data we hold locally is safely deleted**

These are the principles which will govern how we use and share personal information within the Trinity church family.

Some definitions

'Personal information' is any information that identifies a person. This can be as simple as a list of people and their addresses or phone numbers.

This policy is applicable to lists that we hold on computer, tablet or mobile phone as well as paper records. We should seek to hold data in secure, probably cloud, platforms in preference to paper or locally held files if possible.

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Some examples

- When organising Holiday Club we will capture names of children and their parents. Using a simple consent form we will tell people why we are collecting their name, contact details, children's names etc, how we intend to use this information and when (or under what circumstances) we will delete their information from our records.
- When organising a home group, the leaders will want to contact home group members by email or text about the forthcoming programme. It's good practice to have asked home group members if they mind sharing their email address with others in the home group.
- When gathering names and addresses for the church's returns to the HMRC to reclaim Gift Aid the Treasurer will seek explicit consent from donors.
- As part of an outreach event we might gather names and emails of people who come along (who are not normally members of Trinity). We need to be explicit when gathering these names what we're going to use them for (e.g. inviting them to the next outreach event) and then *only* use this list for that purpose and deleting the list once done. It would be wrong to then put these names into a general 'contacts' database if we've not explicitly said that's what we'll do.
- When stepping down from a role coordinating the welcome rota I will ensure that the list of welcome-helpers (which contains emails and phone numbers) is properly removed from my home laptop.

Just be sensible.

Some specific guidance for those that hold data:

- It would be best to use a safe on-line 'cloud' platform which securely holds and backs up your data. Data held on your home laptop should be kept secure (password protected and not left on a train!). If you hold this information on paper then do ensure this is locked away.
- Delete any old data that you don't need and/or for which you've not gained specific consent.
- Use the wording from the Trinity consent forms for gathering personal data so that people give a clear, unambiguous consent to the use of their data. Be clear what you will use the data for and how long you will keep the data. Be clear that they can at any time ask to see the information you hold on them and have this data amended or deleted should they wish.
- Don't use any personal data in a way that falls outside the consent that individuals gave.
- If you've got doubts about whether individuals haven't really given consent for you to hold and use the information you hold about them then consider deleting this data or seeking consent again.

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Example consent forms for gathering personal data

Simple consent form which might be appropriate for non-Trinity people who have come to an event



We hope you've enjoyed being with us and we would love to stay in touch with you.

If you are happy for us to contact you again about XXXXXXXXXX and to tell you about future Trinity events and news please tick the box below and let us have your contact details.

Name _____

Email Address: _____

Mobile Phone: _____

Yes, I am happy for you to hold my contact details for this purpose

If you tick the box, we will add you to our mailing list. You can unsubscribe at any time by clicking on the unsubscribe link at the bottom of any of our emails. If you have any questions about the information we hold then do contact us (info@trinitychurchexeter.org.uk).

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Consent form which might be appropriate for Trinity members



We want to be responsible in how we handle the information we hold about you.

This form lets you state how we can hold and use the information that you give us about yourself.

Please fill in the contact details below and indicate how you wish us to use your contact details:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form I confirm that I consent to Trinity Church, Exeter holding and processing my personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to Trinity church staff and volunteers contacting me by post phone email.

To keep me informed about news, events, activities and services at Trinity Church (*you can unsubscribe from the church e-bulletin at any time*);

To including my details in the Church Family Address List and Prayer Diary which are circulated to Church Members.

To share my contact details with Trinity Church staff and volunteers who organise rotas, programmes and event so they can keep me informed

Signed: _____ Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes above. 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 to protect members of the public from serious harm).

You can withdraw or change your consent at any time by contacting us info@Trinitychurchexeter.org.uk

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