

GENERAL DATA PROTECTION REGULATION (GDPR) POLICY

The Leadership Team of Meare Community Church will adhere to and implement the GDPR policy stated below, with regards to data held about church members.

Purpose of Policy

This data protection policy explains in simple terms how the GDPR applies to the Leadership Team and their obligations. Having this policy in place shows our commitment to GDPR compliance. We will conduct annual reviews to check that data processing is performed in accordance with this policy to implement our compliance process.

Definition of Key Terms

The following key terms are defined.

- Meare CC, means Meare Community Church
- Member, means a member of Meare CC
- DC, Data Controller, the person that determines the purposes and means of data processing in the organisation
- DPO, Data Protection Officer, this person would be responsible for monitoring compliance with GDPR and the Data Protection Act 2018.

Scope

This GDPR policy applies to data and information held by the Meare CC leadership team about the Members to enable the church to function and provide pastoral services.

Principles

The GDPR contains 7 principles, listed below, and Meare Community Church is committed to meeting these principles to protect the church members' data and data privacy.

- Principle (a) – lawfulness, fairness and transparency
- Principle (b) – purpose limitation
- Principle (c) – data minimisation
- Principle (d) – accuracy
- Principle (e) – storage limitation
- Principle (f) – integrity and confidentiality
- Accountability principle

Members Rights

Members have eight data rights within the GDPR regulations, and this section addresses how each will be met.

1. The Right to Be Informed

Meare CC will hold name, address, phone and email details for the Members to allow contact to be made. Details including family members and close relatives; names and their relationship to the Member will also be held where appropriate for pastoral reasons. People that have a role or responsibility within the Meare CC will have their current and past roles recorded. Financial information will not be retained

unless required to administer the Gift Aid scheme. Consistent with the principles above the minimum dataset to carry out each function will be identified, collected and used.

This data will only be used by the leadership and will not be shared with any third party without the consent of the church member. The master data will be held by the DPO and other leadership members will only possess a read only copy to ensure data accuracy is maintained, changes must be passed to the DPO.

This dataset will be retained for up to one year after a person ceases membership or death whichever is sooner.

2. The Right of Access

Members can submit data access requests to the DC, which obliges the Meare CC leadership team to provide a copy of any personal data they hold concerning the Member. Meare CC has one month to produce this information, although there are exceptions for requests that are manifestly unfounded, repetitive or excessive.

3. The Right to Rectification

If a Member discovers that the information Meare CC holds on them is inaccurate or incomplete, they can request that it be updated. As with the right of access, Meare CC has one month to do this, and the same exceptions apply.

4. The Right to Erasure

Members can request that Meare CC erases their data in certain circumstances, such as when the data is no longer necessary, the data was unlawfully processed, or it no longer meets the lawful ground for which it was collected. This includes instances where the individual withdraws consent by cessation of church membership. The right to erasure is also known as 'the right to be forgotten'.

5. The Right to Restrict Processing

Members can request that Meare CC limits the way it uses personal data. This is an alternative to requesting the erasure of data, and might be used when a Member contests the accuracy of their personal data or when Meare CC no longer needs the information but requires to retain the data to establish, exercise or defend a legal claim.

6. The Right to Data Portability

Within the GDPR Members are permitted to obtain and reuse their personal data for their own purposes across different services. This right does not apply to Meare CC as the data is only held to maintain contact for pastoral care and service portability is not applicable.

7. The Right to Object

Members can object to the processing of personal data that is collected on the grounds of legitimate interests or the performance of a task in the interest/exercise of official authority. Meare CC must stop processing information unless they can demonstrate compelling legitimate grounds for the processing that overrides the interests, rights and freedoms of the individual or if the processing is for the establishment or exercise of defence of legal claims.

8. Rights Related to Automated Decision-Making Including Profiling

The GDPR includes provisions for decisions made with no human involvement, such as profiling. All decisions at Meare CC are made by the leadership team and no automated decision processes will be used.

Meare CC data will not be sold to a third party so Members can be reassured that their data is safe.

The Meare CC website does contain Google Analytics to track website usage, but does not collect data that identifies the person and can only identify the first segment

of a Postal Code to monitor activity levels of the web site. Therefore, no automated decisions for profiling for other services will take place.

Data Protection Officer

Meare CC will not appoint a DPO as all leadership members will be 'data processors' and appointing one as a DPO would be a conflict of interest. As a very small organisation with a small amount of data and data processing, appointing an independent DPO would not be possible and Meare CC leadership team will be self-monitoring for data privacy, rather than outsource this role.

Data Controller

Appointed as Data Controller is:

Name: [Phil Ludbrook](#)

Telephone: [07891 234853](tel:07891234853)

Email: phillud606@gmail.com

to look after the data privacy aspects of Meare CC, and manage the master record of the members data. If you have any requests within the 8 rights named above, please contact the Data Controller.

Mike Strange

Pastor