

# FRIENDS OF ST ANDREW'S CHURCH CHILCOMB

## DATA PROTECTION POLICY 2022

January 2022

### Introduction

Because we hold information about you, we are required by law to explain why we collect it, how we use it, how we secure it and what your rights are, and to obtain your agreement.

We hold information about you that you have provided to us as a member of the Friends of St Andrew's. Because of this law, though, we must now make it a condition of continuing membership that you agree to this policy. Once you have read our policy, please complete and return the attached form. We will then comply with your wishes as set out on that form.

**If you do not reply, we will be unable to retain you on the register of Friends, as set out under section 10. below.**

1. This policy explains why we collect personal information about the Friends of St. Andrew's Church, Chilcomb ("Friends"), how we use it, how we secure it and what your rights are. It is compliant with the General Data Protection Regulation "GDPR" that came into force in May 2018 and which states that personal data is any information that leads to a person being identified or identifiable. The previous EU Data Protection Directive (94/46/EC) says that the definition is technology neutral i.e. it does not matter whether personal data is stored on paper or in a computer: it is still personal data.
2. We may collect, use and store your personal data as described in this Policy. The Secretary to the Friends will notify you of any policy change. If the change is significant then revised agreement must be sought from the Friends.
3. The principles under which we store and use your data are that it must always be:
  - Accountable – to demonstrate compliance with Policy
  - Adequate and relevant for the agreed purpose
  - Kept no longer than necessary
  - Lawful, fair, transparent
  - Limited to the minimum needed
  - Protected from breach, with notification procedures

### Why we hold your data

4. We hold your personal data only when you have given us permission to do so and in order to:
  - a. Run a membership system to register members, send renewals and keep track of payments;
  - b. Maintain a membership list of Friends to enable the Committee of the Friends to keep the Friends informed of relevant activities and news;
  - c. Organise events such as the annual Gathering of the Friends.

## **Who holds what data?**

5. The Secretary holds an electronic file with data about you, which you have provided. It contains your contact details, your Friends status, expiry and subscription, and a paper file with your membership details and your agreement to this Policy. *If data is required for an additional purpose not previously agreed to then your further consent must be obtained, and stored, each time this situation arises.*
6. We are fortunate that some data processing required as part of normal church management is covered by a special processing condition under the GDPR for religious and other not-for-profit bodies, provided the processing relates only to present or past members of the Friends and provided there is no disclosure to a third party without consent.
7. The Secretary holds this information solely for the purpose of sending information or correspondence to Friends.
8. Other Committee Members may have, as required, access to electronic data in pursuance of their official duties. Copied data will be held for no longer than 6 months and then deleted.
9. Any Committee Member needing to hold your data in performance of their duties, whether permanently or temporarily as above, is to have private, modern computer systems with up-to-date internet security incorporating virus protection. All your data will be held locally on such computers and not stored on any shared drive, intranet or on a 'cloud'. These officers will implement user name and password protection on login.

## **For how long will data be held?**

10. The Secretary will notify the Committee (normally by 31 October each year) of Friends whose subscription has lapsed and therefore membership suspended. The Secretary will delete all your data once your subscription has lapsed for three consecutive years.

## **How else do we protect your data?**

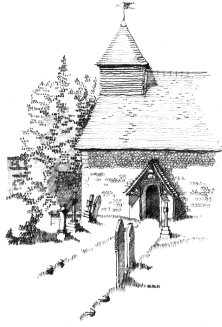
11. We will notify you promptly in the event of any breach of your personal data. We will never pass on your data to a third party without your permission. We do not allow non-Committee Members to access our membership data (unless required by law).
12. The Committee will ensure that the Newsletter and other communications only contain names or photographs with no details that would make the person identifiable, unless such person has made the decision to include more data about him/herself.

## **What rights do you have once you have given your data?**

13. You have the right to access your personal data through the Secretary and have your data corrected or erased. The Secretary can also provide information about how your data is used.

## **Your Agreement**

14. It is a condition of membership of the Friends that you agree to this Policy. To do so, please complete and return the attached form to the Secretary to the address indicated.
15. Thank you for your help in keeping the Friends compliant with the law. Your continued support is never taken for granted and is always very much appreciated.



**FRIENDS OF  
ST ANDREW'S  
CHURCH  
CHILCOMB**

**DATA PROTECTION POLICY  
CONSENT FORM**

**Please read the Friends Data Protection Policy before completing this form.**

**YOUR DETAILS**

**Name:** .....

**Address:** .....

**Email:** .....

**Membership Number if known:** .....

**DECLARATION**

I have read the Friends Data Privacy Policy drafted and published in accordance with the General Data Protection Regulation 2018 and agree that my personal data can be used and stored as described. I will also safeguard the personal data of other Friends contained in any information I receive relating to the activity or management of the Friends.

**(Tick box 1 if you agree)**

I further agree to my personal data to be stored and used for the purpose of:

- Fund raising activity relating to the maintenance of the fabric of St Andrew's Church, Chilcomb, and its grounds.

**(Tick box 2 if you agree)**

- Activity relating to the future use of St Andrew's Church, Chilcomb, and its grounds.

**(Tick box 3 if you agree)**

If you would prefer to pay by bank transfer, please contact the Friends' Secretary at the email address shown below or ask her to contact you by **ticking box 4**

She will let you have the details, including a unique reference to use for this purpose.

**Signed:** .....

**Date:** ...../...../.....

**Please return your signed and completed form to:**

**Secretary to the Friends:** Mrs Janet Helson, St Kildas, Chilcomb, Winchester, SO21 1HR  
**Email:** [janet.helson@eastwinchester.org](mailto:janet.helson@eastwinchester.org)  
**Telephone:** 07720 291532