



Data Protection Policy

Excel Church and Bilston People's Centre use personal data about living individuals for the purpose of general church administration and communication.

Excel Church and Bilston People's Centre recognise the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017 and Data Protection Act 2018.

Excel Church and Bilston People's Centre fully endorse and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for Excel Church and Bilston People's Centre must adhere to these principles.

The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

1. How we collect data and information about you

We collect personal information each time you are in contact with us. For example, when you:

- Visit our website;

- Register your details and your family details, at <https://excel.churchsuite.co.uk/> or via an embedded form on our website or social media
- Make a donation, by completion of offering envelopes, via our website or electronic means;
- Register for a conference or other Church event;
- Provide your contact details, in writing or orally, to Church/Centre staff or volunteers;
- Purchase goods or services, including when you provide credit or debit card details;
- When you attend church services or participate in other Church/Centre activities;
- Communicate with the Church/Centre by means such as email, letter, telephone;
- Face to face meetings with staff and volunteers;
- Access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Instagram
- Employee information

2. Maintaining Confidentiality

Excel Church and Bilston People's Centre will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership, Trustees and ministry overseers/co-coordinators of the church/centre in order to facilitate the administration and day-to-day ministry of the church/centre.

All Excel Church and Bilston People's Centre staff and volunteers who have access to Personal Data will be required to agree to sign our Data Protection and Privacy Policy.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

3. Use of Personal Information

Excel Church and Bilston People's Centre will use your data for three main purposes:

- 1.** The day-to-day administration of the church and centre; e.g. pastoral care and oversight including calls and visits, preparation of ministry rotas, maintaining financial records of giving for audit and tax purposes.
- 2.** Contacting you to keep you informed of church services, activities, resources and events.
- 3.** Statistical analysis; gaining a better understanding of church and centre demographics.

N.B. although collated church/centre data may be passed to a third party, such as number of small groups or small group's attendance, no personal data will be disclosed.

4. The Database

Information contained on the database will not be used for any other purposes than set out in this section. The database is accessed through the cloud and therefore, can be accessed through any computer or smart device with internet access. The server for the database is in the UK and hosted by Churchsuite.

1. Access to the database is strictly controlled through the use of name specific passwords, which are selected by the individual.
2. Those authorised to use the database only have access to their specific area of use within the database. This is controlled by the Data Controller and other specified administrators. These are the only people who can access and set these security parameters.
3. People who will have secure and authorised access to the database include Excel Church and Bilston People's Centre Trustees, Staff, data inputters, department leads, Ministry Team Leaders, Connect Group Leaders.
4. All access and activity on the database is logged and can be viewed by the Database Controller.
5. Subject Access - all individuals who are the subject of personal data held by Excel Church and Bilston People's Centre are entitled to:
 - Ask what information the church/centre holds about them and why.
 - Ask how to gain access to it.
 - Be informed how to keep it up to date.
 - Be informed what Excel Church and Bilston People's Centre are doing to comply with its obligations under the General Data Protection Regulation 2017
6. Personal information will not be passed onto any third parties outside of the church/centre environment.
7. We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:
8. Sensitive Personal Information: The Church may collect and store sensitive personal information such as health information, religious information (church attendance) when you and/or your family attend, register for church events and conferences. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

5. Data Security

Excel Church adopts procedures designed to maintain the security of data when it is stored and transported.

In addition, employees and volunteers must:

- ensure that all files or written information of a confidential nature are stored in a secure manner and are only accessed by people who have a need and a right to access them
- ensure that all files or written information of a confidential nature are not left where they can be read by unauthorised people
- where possible refrain from sending emails containing sensitive work-related information to their personal email address
- check regularly on the accuracy of data being entered into computers
- always use the passwords provided to access the computer system and not abuse them by passing them on to people who should not have them
- use computer screen blanking to ensure that personal data is not left on screen when not in use.

Personal data relating to employees should not be kept or transported on laptops, USB sticks, or similar devices, unless authorised by the Lead Pastor. Where personal data is recorded on any such device it should be protected by:

- ensuring that data is recorded on such devices only where absolutely necessary
- using an encrypted system — a folder should be created to store the files that need extra protection and all files created or moved to this folder should be automatically encrypted
- ensuring that laptops or USB drives are not left lying around where they can be stolen.

Failure to follow Excel Church's rules on data security may be dealt with via Excel Church's disciplinary procedure. Appropriate sanctions include dismissal with or without notice dependent on the severity of the failure.

6. Breach notification

Where a data breach is likely to result in a risk to the rights and freedoms of individuals, it will be reported to the Information Commissioner within 72 hours of Excel Church becoming aware of it and may be reported in more than one instalment.

Individuals will be informed directly in the event that the breach is likely to result in a high risk to the rights and freedoms of that individual.

If the breach is sufficient to warrant notification to the public, Excel Church will do so without undue delay.

7. Rights to Access Information

Employees and other subjects of personal data held by Excel Church and Bilston People's Centre have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

Excel Church will not charge for the supply of data unless the request is manifestly unfounded, excessive or repetitive, or unless a request is made for duplicate copies to be provided to parties other than the employee making the request.

Excel Church will respond to a request without delay. Access to data will be provided, subject to legally permitted exemptions, within one month as a maximum. This may be extended by a further two months where requests are complex or numerous.

Any person who wishes to exercise this right should make the request in writing to the Excel Church and Bilston People's Centre Data Officer (Daniel Lee), using the standard letter which is available online from www.ico.gov.uk.

Please address all correspondence to:

FAO: The Data Protection Officer

Excel Church

Wolverhampton Street

Bilston

West Midlands

WV14 0LT

or email info@excelchurch.org.uk

If personal details are inaccurate, they can be amended upon request.

Excel Church and Bilston People's Centre aim to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

8. Data Retention

Excel Church and Bilston People's Centre will retain data as follows:

- Safeguarding – 10 years
- Financial information – 7 years
- Churchsuite database data – 2 years

Data protection Policy understanding and acceptance:

Name:

Position/ role:

Dept:

I function in the roles below (please tick all those that apply)

Staff member	<input type="checkbox"/>	Church Leader	<input type="checkbox"/>	Connect Group Leader	<input type="checkbox"/>
Data input volunteer	<input type="checkbox"/>	Department Leader	<input type="checkbox"/>	Trustee/Board Member	<input type="checkbox"/>

I have read and understood this policy and agree to adhere to its contents.

Signed:

Date:

Excel Church Data Officer

Name:

Signature: