

What does GDPR mean for us at Homewood Road URC?

GDPR (General Data Protection Regulation) came into force in May 2018. It is designed to control the holding of your personal data, to make sure it is kept securely, to allow you to know what data is held and control how it is being used.

At Homewood Road URC, we have a 'Legitimate Interest' in holding the personal data for both members and friends of the Church and this is recorded on our Church Roll.

HOMEWOOD ROAD URC - DATA PRIVACY POLICY

Our **Data Privacy Policy** protects the use of your personal data for Church purposes **ONLY**.

We respect your privacy. Your personal data will be treated as strictly confidential and will only be shared with other members/friends of the church in order to carry out a service to church members/friends or for purposes connected with the church. We will not disclose any personal data to third parties without first obtaining your consent.

The data is held electronically by Elders, who are the 'Data Controllers' for our Church. It is encrypted for security. Paper copies of such data will only be available where the need arises to support/further the work of our Church. These will be kept securely in a locked drawer or cupboard.

Our Church Roll is kept up to date throughout the year and amended as and when changes to your personal data occur. The Church Roll details your: Title; first name; family name; address; telephone number; names of family members and in many cases email address. It identifies the Elder entrusted to your pastoral care.

We use personal data, for example, for the following purposes:

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about forthcoming events as in the 'Weekly Newsletter' (members/friends can unsubscribe from this by following the instruction printed at the bottom of the weekly email);
- to maintain our Church and its associated groups including the organisation of duty rotas;
- to provide contact details of officers/others with specific responsibilities to the synod office and Church House;
- to provide members/friends with pastoral support;
- to elect/re-elect new Elders annually;
- to distribute raffle tickets, to raise funds and to promote the interests of our church.

When emailing groups of people outside our church family we will put your email address in the 'bcc' row rather than in the 'To' row. This will prevent your email address being visible to a third party.

We request that outdated copies of our paper records are returned to the Church Office for shredding.

We seek confirmation from existing and former Elders that they are not retaining their own copies of outdated personal data in paper form or electronically.

We will monitor, review and amend this policy annually.

Next Review Date: January 2020

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You have already granted permission for your personal data to be included on our Church Roll. You have the right to:

- request a copy of your personal data held by us
- request that the Eldership corrects any personal data if it is found to be inaccurate or out of date
- request your personal data is erased where it is no longer necessary to us to retain such data
- withdraw your consent at any time.

To make any of these requests please notify our Secretary at: secretary@homewoodurc.org