



**The Parochial Church Council Of The Ecclesiastical Parish
Of Woodhouse And Wrangthorn
(St Augustine's Wrangthorn Church)**

Data Protection Policy

July 2022

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Organisation Name and Contact Details

The Parochial Church Council Of The Ecclesiastical Parish Of Woodhouse And Wrangthorn,
commonly known as St Augustine's Wrangthorn Church,
Wrangthorn Church
Hyde Park Terrace,
Leeds
LS6 1BJ

Registered Charity Number - **1196073**

St Augustine's Wrangthorn Church has appointed a person who is responsible for ensuring compliance with the Data Protection Act, implementation of this policy, and subject access requests. This person is the Assistant Operations Manager and any questions or concerns should be sent to dataqueries@wrangthorn.org.uk

Introduction

St Augustine's Wrangthorn is committed to protecting personal data and respecting your privacy. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, the Data Protection Act 2018 and the Church Representation Rules and the Human Rights Act 1998, and adopting good practice.

Everyone has rights with regard to the way in which their personal information is handled. During the course of our activities we will collect, store and process personal information and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful operations. This policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

For the purpose of UK data protection laws, the data controller is the St George's Team Ministry's Assistant Operations Manager on behalf of The Parochial Church Council Of The Ecclesiastical Parish Of Woodhouse And Wrangthorn (commonly known as St Augustine's Wrangthorn).

Purpose Of Data Collection And Processing

St Augustine's Wrangthorn needs to process personal data about individuals ("data subjects") who are our employees, members of congregation, business contacts, suppliers and other individuals for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer electoral roll records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform members of news, events, activities and services running at St Augustine's Wrangthorn, The Wrangthorn Church Hall.

How We Collect Your Data

We may obtain personal information by directly interacting with you, such as:

- Meeting with you in our church, at events or elsewhere,
- Filling in electronic forms on our website or physical forms in person
- Subscribing to our weekly church email or publications, or otherwise requesting marketing material to be sent to you.
- When you correspond with us by phone, email, letters or other communication methods.

Who We Collect Data On?

- Staff
- Church Members (which can be defined as those people who are currently on the church's electoral roll)
- Church Attendees
- PCC Members (trustees)
- Team Leaders (volunteers)

What Data Do We Process?

In the course of our work, we may collect and store different kinds of personal information about you. This includes data we receive directly from the person it is about, for example, where they complete forms (paper or online) or contact us. We process personal data in both electronic and paper form and all this data is protected under data protection law. The personal data we process can include:

Identity Data such as your name, marital status, date of birth, gender, Contact Data, such as your address, personal email address and personal telephone numbers,

Medical Data such as details of some medical conditions, medication and allergies.

Financial Data such as gift aid

Technical Data including IP addresses, your log-in data, browser type and versions, operating system and platform and other technology on the devices you use to access our website or ChurchSuite.

Photographic Data such as photos or videos captured by our media team. These are treated in accordance with your preferences highlighted to us when we initially collected your data.

How Do We Secure Your Data?

We will take all steps reasonably necessary to ensure that your data is treated securely, including taking the following safeguards:

Secure lockable desks and cupboards. Desks and cupboards are kept locked when not in use if they hold confidential information of any kind.

Methods of disposal. Paper documents are disposed of by shredding in a manner that ensures confidentiality.

Equipment. Our internal policies require that users lock or log-off from their computer when it is unattended.

Firewalls and encryption. We apply industry-standard firewall protection and encryption technology. We also only use recognised providers of cloud based storage (Google Drive and ChurchSuite)

Training. We ensure our employees are trained in the importance of data security. Ensuring that they take regular training in GDPR best practice.

Electronic access. All data stored electronically is password-protected. Where we have provided an authorised user with a password, that user is responsible for keeping this password confidential and is not permitted to share the password with anyone.

Who Can Access Your Data?

Benefice of St George's

St Augustine's Wrangthorn Church is part of a Church of England benefice with the parish of St George's. In order to enable operational effectiveness and reduce running costs, a wider operational team works across both sites. In order to enable this some of the wider team, who are not directly employed by St Augustine's Wrangthorn Church, may have access to relevant data. The roles who will have access to your data are as follows;

At St Augustine's Wrangthorn Church

- Assistant Operations Manager
- Social Media Manager
- Clergy
- Interns (those who have a justifiable reason for needing to access data for tasks they have been asked to carry out)

At St George's Church (incl. Holy Trinity Boar Lane)

- Operations Manager
- Buildings and Facilities Manager
- Assistant Operations Manager
- Events Manager

Third Parties

St Augustine's Wrangthorn Church may be required to share your data with some relevant third parties. These have been listed below.

- The appropriate bodies of the Church of England including the other data controllers
- Other clergy or lay persons nominated or licensed by the bishops of the diocese to support the mission of the Church in our area. For example, clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons and licensed lay ministers.
- Other persons or organisations operating within the diocese as appropriate. This includes but is not limited to the wider St George's Team Ministry.
- On occasion, with other diocesan clergy where we are carrying out joint events or activities
- External statutory bodies (police, social care etc) where this is legally required.
- In the event of employee related tasks including payroll and pension provisions.
- Gift aid information is given to HMRC via their website.

Your Rights.

You have various legal rights in relation to the information you give us, or which we collect about you. These are as follows;

- You have a right to access the information we hold about you free-of-charge, together with various information about why and how we are using your information, to whom we may have disclosed that information, from where we originally obtained the information and for how long we will use your information.
- You have the right to ask us to rectify any information we hold about you that is inaccurate or incomplete.
- You have the right to ask us to erase the information we hold about you (the 'right to be forgotten'). Please note that this right can only be exercised in certain circumstances and, if you ask us to erase your information and we are unable to do so, we will explain why not.
- You have the right to ask us to stop using your information where: (i) the information we hold about you is inaccurate; (ii) we are unlawfully using your information; (iii) we no longer need to use the information; or (iv) we do not have a legitimate reason to use the information. Please note that we may continue to store your information, or use your information for the purpose of legal proceedings or for protecting the rights of any other person.
- You have the right to ask us to transmit the information we hold about you to another person or company in a structured, commonly-used and machine readable format. Please note that this right can only be exercised in certain circumstances and, if you ask us to transmit your information and we are unable to do so, we will explain why not.
- Where we use/store your information because it is necessary for our legitimate business interests, you have the right to object to us using/storing your information. We will stop using/storing your information unless we can demonstrate why we believe we have a legitimate business interest which is more important than your interests, rights and freedoms.
- Where we use/store your data because you have given us your specific, informed and unambiguous consent, you have the right to withdraw your consent at any time.
- You have the right to object to us using/storing your information for direct marketing purposes.

If you wish to exercise any of your legal rights, please contact our Assistant Operations Manager, by writing to the address at the top of this policy, or by emailing us at dataqueries@wrangthorn.org.uk

You also have the right, at any time, to lodge a complaint with the Information Commissioner's Office if you believe we are not complying with the laws and regulations relating to the use/storage of the information you give us, or that we collect about you. This can be done online (<https://ico.org.uk/make-a-complaint/>)