

# Data Protection Policy

Jubilee Church Ely

Version 1.0

## Introduction

Our current Data Protection Notice (below) is to be displayed publicly on our website, and also whenever an individual is given the option to enter personal data directly into our contacts databases.

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## DATA PRIVACY NOTICE

### How Jubilee Church Ely uses your personal data

*Your personal data – what is it?*

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

*Who are we?*

Jubilee Church Ely is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### How do we process your personal data?

Jubilee Church Ely complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution.
- To administer membership records.
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of Gift Aid applications).
- To inform you of news, events, activities and services running at Jubilee Church Ely.
- To provide responsive website and church management apps.

### What is the legal basis for processing your personal data?

Jubilee Church Ely recognises and abides by the following framework:

- We require consent of the data subject (you) so that we can keep you informed about news, events, activities and services.
- Processing your personal data is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.
- Processing relates only to members or former members (or those who have regular contact with Jubilee Church Ely in connection with the charitable aims set out in our constitution).
- There is no disclosure of personal data to a third party without consent.

### Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

### How long do we keep your personal data?

We retain data on church members and adherents while it is still current; Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and marriage registers permanently.

### Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Jubilee Church Ely holds about you.
- The right to request that Jubilee Church Ely corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for Jubilee Church Ely to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that Jubilee Church Ely provide you with your personal data and, where possible, to transmit that data directly to another data controller (known as the right to data portability). *[This only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the data controller processes the data by automated means.]*
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data. *[This only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority), direct marketing and processing for the purposes of scientific/historical research and statistics.]*
- The right to lodge a complaint with the Information Commissioners Office.



## Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Wherever and whenever necessary, we will seek your prior consent to the new processing.

## Contact Details

To exercise all relevant rights or if you have queries or complaints, please in the first instance contact the church administrator via [office@jubileechurchely.org.uk](mailto:office@jubileechurchely.org.uk), or at Jubilee Church Ely, Jubilee Centre, 15a Silver Street, Ely, CB7 4JF.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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Where individuals are provided with a printed form for supplying personal details for use by Jubilee Church Ely, the following short form version of our Data Privacy Notice will be printed.

Jubilee Church will treat this personal data as strictly confidential. By submitting these details you acknowledge that they may be added to the church's database. We will only maintain such information as is necessary for the purposes of our Christian ministry and for historical research. Your details will only be used by Jubilee Church and not disclosed to third parties. You can have your details corrected or removed from our database, or alter your communication or privacy preferences, at any time by contacting [office@jubileechurchely.org.uk](mailto:office@jubileechurchely.org.uk). Our full Data Privacy Notice is available at [www.jubileechurchely.co.uk](http://www.jubileechurchely.co.uk).

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## The Database

Information on paid church staff is contained on a computerised payroll software, HMRC's Basic PAYE Tools. Information on financial donations and donor details are stored in a computerised database, ChurchSuite. Donor names are also listed against transaction details in a computerised finance management system, ExpensePlus.

Non-financial details for Jubilee Church Ely members, adherents, and local community contacts are stored in ChurchSuite.

Information contained on the database will not be used for any other purpose than set out in this document. The database is accessed through a remote server and therefore can be accessed through any computer with internet access.

Access to the database is strictly controlled through the use of name specific passwords and those authorised to use the database only have access to their specific area(s) of use within the database.



People who may have secure and authorised access to the database include Jubilee Church staff and senior volunteers such as our church ministry leaders. We have also authorised access to employees of our database provider, ChurchApp Ltd., to allow technical support.

No transfer (either domestic or international) of data from the database is allowed.

## Storage of Data Media

All authorised individuals who store personal information on any electronic devices are required to do so in accordance with the principles of the GDPR and to take care to ensure that the information remains secure through the use of strong passwords (containing upper and lower case letters, a number and ideally a symbol), passcodes, and encryption where appropriate. This includes data stored on

- email accounts
- personal computers
- mobile phones
- memory sticks
- portable hard drives.

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*End.*