

For the purposes of Data Privacy this statement and all relevant procedures relate to :-

- The Crossing Church – Charity reg. 1140500
- The Crossing Social Enterprise Co. Ltd - Charity reg. 1123193 , Company no. 05893762
- The Crossing Café – Company no. 05740436

All are at the above address, and are intertwined organisations, and hereafter referred to as The Crossing. As a Joint United Reformed & Methodist Local Ecumenical Partnership (LEP) we are working under the Methodist church principles for the purposes of data protection, this is with the full agreement of both denominations.

1. Data Controller

The Trustees for Methodist Church Purposes (TMCP) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

All data relating to individual sections of The Crossing will only be processed by relevant personnel on a “needs to know” basis.

The Crossing is therefore bound by the Data Privacy Statement of The Methodist Church in Great Britain full details of which can be found at

<https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

2. Personal data

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’). We may collect, use, store and transfer different kinds of personal data about our members, ministers, volunteers, employees, adherents, church attendees, users of our premises, those who are interested in and supportive of the work of The Crossing, individuals who provide services to us and individuals who contact us.

This data may be categorised as :-

- Administrative Data – ie orders of service, meeting minutes, church notices and newsletters, lists of room bookings, invoices, supplier & contractor details, catering records, back up files etc.
- Image Data – including photographs, CCTV records or recorded events.
- Contact Data – includes home address, email address and telephone numbers ie information used to contact you.
- Employment Data – ie employment history, training records, pension information, details about next of kin etc.
- Financial Data – includes bank account and payment card details
- Identity Data – includes first name, maiden name, last name, marital status, date of birth and gender
- Marketing and Communications Data – includes your communications preferences in receiving information about us.
- Member & Group Data – includes membership, offices held, rotas, group attendance information.
- Official records – ie lists of those who have been baptized, confirmation records, marriage records, funeral records and visitors books.

- Parental Contact Data – includes details of parents (ie parental consent records)
- Pastoral Data – includes details and records of pastoral support & prayer requests.
- Special Categories of Data – ie your race or ethnicity, religious beliefs, information about your health etc., also information about criminal convictions and offences in keeping with the Safeguarding Policy of the Methodist Church in Great Britain.
- Tax Data – includes national insurance numbers and other information that may be required by HMRC for employees, and relating to Gift Aid donations.
- Transaction Data includes details about payments to and from you and other details of your room hire, licence agreement or rental agreement that you enter into with us relating to our premises.

If you fail to provide personal data.

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you.

We will notify you if this is the case at the time.

3. How do we process your personal data?

The Church Council of the Crossing Church takes it's obligations under data protection law (including General Data Protection Regulation (GDPR)) very seriously.

As the data processor The Church Council complies with its obligations under the "GDPR" by:-

- Processing data lawfully fairly and in a transparent manner
- Only collecting data for specified, explicit and legitimate purposes.
- Keeping personal data up to date;
- Storing and destroying it securely;
- Not collecting or retaining excessive amounts of data;
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- 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 in our local community as specified in our constitution;
- To administer membership & volunteer records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our financial accounts and records (including the processing of gift aid);
- To inform you of news, events, activities and services at The Crossing
- To provide contact details of officers and others with specific responsibilities (eg DBS signatories, treasurers etc.) to the East Midlands Synod office and Church House of the United Reformed Church and the Trinity Circuit & Sheffield District offices of the Methodist church. This enables the administration of both the United Reformed Church and the Methodist Church (of which The Crossing is a member church).
- To enter into property contracts including room booking agreements and maintenance contracts etc.

4. What is the legal basis for processing your personal data?

We will only use your personal data when the law allows us to. Most commonly we will use your personal data in the following circumstances.

- Where we are given the explicit consent of you (the data subject) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events; or
- Processing is necessary for carrying out legal or regulatory obligations under employment, social security or social protection law, or a collective agreement etc; or
- Data is processed by The Crossing for the legitimate interest of both The Crossing and the data subject; or
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

In rare cases we may need to use your personal data in the following circumstances:

- Where we need to protect your vital interests e.g. in an emergency life or death situation where the emergency services are called to treat you when you are on our premises.
- Where we need to perform a task carried out in the public interest e.g. in certain safeguarding situations.

5. Purposes for which we use your personal data.

We have set out in the Appendix to this document, in table format, a list of the reasons why we may collect your data, the purposes that is used for, the legal bases that we rely on to do so and the retention period of that data.

6. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with key office holders within The Crossing for purposes connected with the church.

We will not share your data with third parties unless:-

- We have your consent.
- We are legally obliged to do so e.g for law enforcement purposes.
- It is necessary to protect our rights, property or safety of our members, ministers, volunteers or staff.

7. How long do we keep data?

We retain data on the basis illustrated in the Appendix.

8. 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 the personal data which The Crossing holds about you (a Subject Access Request or 'SAR');
- The right to request that the church leadership of The Crossing 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 The Crossing to retain such data;
- The right to withdraw your consent to the processing at any time;

- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact :-

The Local Contact is :- Griff Wynne. E-mail griff@cgwynne.net

The Data Controller is :- Trustees for Methodist Church Purposes Central Buildings Oldham Street Manchester M1 1JQ

Working Party contact: Laura Carnall, Legal Manager Tel: 0161 235 6770 Email: dataprotection@tmcp.methodist.org.uk Web: www.tmcp.org.uk

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.

10. Changes to this Privacy Notice and your duty to inform us of changes.

This statement was adopted by The Church Council, The Crossing, Workop at its meeting on 17th March 2021

We have the right to update and amend the provisions of this notice to ensure continual compliance with data protection legislation.

- We will provide you with copies of the new notice wherever it is practically possible to do so but please check the online or locally displayed hardcopy notice regularly to see if any updates have been made.
- It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with The Crossing.