

*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. 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').

### **2. 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.

### **3. How do we process your personal data?**

The Church Council of the Crossing Church as the data processor 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 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).

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

- Explicit consent of 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 obligations under employment, social security or social protection law, or a collective agreement; 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.

#### **5. 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 only share your data with third parties with your consent.

#### **6. How long do we keep data?**

We retain data on the basis illustrated in Appendix a) :

#### **7. 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** :-Church Lay Leader, Mr Griff Wynne, at The Crossing Church and Centre, Newcastle Street, Worksop, Notts, S80 2AT.

e-mail – [layleader@thecrossing.co.uk](mailto:layleader@thecrossing.co.uk)

**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](mailto:dataprotection@tmcp.methodist.org.uk) Web: [www.tmcp.org.uk](http://www.tmcp.org.uk)

The full details of the privacy policy of the Methodist Church in Great Britain can be found at <https://www.tmcp.org.uk/about/data-protection/managing-trustees-privacy-notice>

**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, Worksop at its meeting on 23 May 2018.**

- 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.

## Appendix a) – Retention periods

### Still to review

Record Type	Retention Period*
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Grave Records	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed of immediately after the event unless anything has occurred (eg and accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Visitors Books	
Other Record	