

# **Trinity URC Wimbledon** **Data Protection Policy**

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Approved by: Elders Council

## **1. Introduction**

Trinity URC Wimbledon is committed to protecting the personal data of its members, visitors, staff, and volunteers. This policy outlines how we collect, use, store, and share personal data in compliance with data protection laws, including the General Data Protection Regulation (GDPR), if applicable.

## **2. Purpose**

The purpose of this policy is to:

- Ensure compliance with data protection laws.
- Protect the rights and privacy of individuals whose data we collect.
- Provide transparency in how we manage personal data.

## **3. Scope**

This policy applies to:

- All members, friends, staff, volunteers, and ministers handling personal data on behalf of the Church.
- All personal data processed by the Church, whether in digital or physical form.

## **4. Key Definitions**

- **Personal Data:** Any information relating to an identified or identifiable person.
- **Special Category Data:** Includes religious beliefs, health information, and other sensitive data. **Data Subject:** The individual to whom the personal data belongs.
- **Data Controller:** The entity that determines the purposes and means of processing personal data.

- Data Processor: Any person or organization that processes data on behalf of the data controller.

## **5. Legal Basis for Processing**

We process personal data on the following lawful bases:

- Consent – where freely given, informed, and unambiguous.
- Legitimate Interest – in managing Church activities and communications.
- Legal Obligation – where required by law.
- Vital Interests – to protect someone’s life.
- Contract – for employment and service agreements.

## **6. Types of Personal Data Collected**

We may collect the following types of data:

- Name, address, phone number, email for the roll
- Dates of birth
- Baptism, marriage, or confirmation records
- Attendance and involvement in Church activities
- Pastoral care notes
- Planned giving or donations (for tax records)

## **7. Use of Personal Data**

Personal data may be used for:

- Membership management
- Communication (emails, newsletters, notices)
- Pastoral care and support
- Safeguarding responsibilities
- Organising events, groups, or services
- Gift Aid and financial records
- To contact a next of kin (if you’d like us to have your details on site in case of emergency, you must give us permission)

## **8. Data Sharing and Third Parties**

We only share data when necessary:

- With consent from the data subject
- With service providers under data processing agreements
- Where required by law (e.g. safeguarding authorities)

We do not sell or rent personal data to third parties.

## **9. Data Retention**

Personal data is retained only as long as necessary for Church operations and legal requirements. Retention periods include:

- Membership records: Active + 2 years
- Financial records: 7 years
- Pastoral records: Reviewed every 2 years

## **10. Security of Data**

We implement appropriate physical and technical security measures, including:

- Password-protected systems
- Secure filing for paper records
- Staff and volunteer training
- Access controls to sensitive data

## **11. Rights of Data Subjects**

Individuals have the right to:

- Access their personal data
- Correct inaccurate data
- Request erasure of data
- Object to processing
- Withdraw consent at any time
- Complain to a supervisory authority

## **12. Data Breaches**

All data breaches must be reported to the Data Protection Officer immediately. Significant breaches will be reported to the relevant authorities within 72 hours, where required.

### **13. Responsibilities**

- Elders' Council/Trustees: Ensure compliance and oversight.
- Data Protection Officer (DPO): Joint Church Secretaries, responsible for implementing this policy.
- All Staff & Volunteers: Must follow data protection practices.

### **14. Policy Review**

This policy will be reviewed annually or as needed to reflect changes in law or Church activities.

### **15. Contact**

For questions or data requests, please contact the Joint Church Secretaries via email at [churchsecretaries@trinitywimbledon.org](mailto:churchsecretaries@trinitywimbledon.org).