

GDPR PRIVACY NOTICE

POLICY STATEMENT

Introduction

Father's House, Shaftesbury ("We") are committed to protecting and respecting your privacy.

This statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. If you are a member of the church the whole statement is relevant to you. If you are not a member only parts will apply. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR"). We adhere to the principles set out in Article 5 of the GDPR which requires that personal data shall be;

1. fairly and lawfully processed and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; with every reasonable step taken to ensure that personal data that is inaccurate, is erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – an individual who is the subject of the personal data

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified. Examples include name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' Examples include racial and ethnic origin, sexual orientation, health data, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Who are we?

Father's House is the data controller. This means we decide how your personal data is processed and for what purposes.

Our contact details are: Father's House, Christys Lane, Shaftesbury, Dorset, SP7 8PH. Telephone No: 01747 854993. Email: admin@fathershouseshaftesbury.co.uk.

The administration of the Church is the responsibility of three Trustees, Mr Clive Jackson, Mr Tony Rhodes and Miss Joyce Deaville.

For all Data matters at Father's House the point of contact is Caroline Watkins, the Administrator and Secretary to the Trustees, at Father's House (01747 854993)

For Data protection matters specifically related to Little Acorns Pre-school you can also contact the Pre-school Manager Anne Clowrey (01747 853715)

For Data protection matters specifically related to Open House community project you can also contact the Open House Administrator Helen Beecham (01747 852994)

Aims and objectives of Father's House, Shaftesbury

- The advancement of the Christian Faith and the worship of God in the County of Dorset and elsewhere by any means whatsoever, including the preaching and proclamation of the Christian Gospel and the teaching of Christian Doctrine and principles and the pastoral care of Christian people and the printing and distribution of the Bible and Christian literature,
- The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- The advancement of education on the basis of Christian principles and, without prejudice to the generality of the foregoing, the provision of one or more charitable establishments for the general education of children or adults on the basis of such Christian principles.
- The activities currently carried out by the charity can be broadly categorised into the following groups of programmes:
 - Father's House Shaftesbury is the administrative base of the trust, it is where members of the church come together for corporate worship and teaching, it is also used for a range of other activities both for members of the church and local community. Examples of activities which include engagement with the local community are the Open House community drop in service and Little Monkeys toddler group.
 - Christian Encounter Centre, Lox Lane is a residential and non-residential conference centre where members and non-members of the church can learn Christian Doctrine and how to apply it to their lives. It is also used for a variety of meetings and conferences by Christians of all denominations and as short-term 'holiday' residential accommodation,
 - Little Acorns Pre-School is based at Father's House Shaftesbury and is a Pre-School catering for the local community established upon Christian values.

The purpose(s) of processing your personal data

We use your personal data for the following purposes:

- To provide pastoral care, support and teaching according to our aims and objectives
- To inform you of events that the Church is running which we think may be of interest to you
- To help organise rotas, small groups and to communicate with you
- To enable us to maintain appropriate safeguarding arrangements for children, young people and vulnerable adults
- To enable the day to day administration of the church, for example, maintaining financial records for audit and tax purposes

The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Name, contact details, marital status, gender
- Information about your immediate family
- Attendance at events and meetings run by us
- Participation in rotas for service in the church
- Details of money given, bank details, gift aid declarations
- Information contained in checks provided by the DBS
- Information you have shared with us for the purposes of pastoral care
- Information contained in emails or other correspondence from you
- Medical information where it is necessary to ensure appropriate care

We have obtained your personal data from your 'Belonging form' and 'Consent form' as well as any information you have shared with us verbally, or in correspondence.

Personal data collected by Little Acorns Pre-school

Little Acorns Pre-school has a specific Privacy notice in regard to data collected for purposes of the running the Pre-school. It is given to all those using the service. For more details contact Little Acorns on 01747 853715 or email laps@fathershouseshaftesbury.co.uk

Personal data collected for the Open House community drop in service

The Open House project has a specific Privacy notice in regard to data collected for the purpose of providing support and advice to clients using their services. For more details contact Open House on 01747 852994 or email helen@fathershouseshaftesbury.co.uk

What is our legal basis for processing your personal data?

Our lawful basis for processing your general personal data:

- Consent of the data subject. Examples: member's data is obtained from their 'Belonging form' and 'Consent form' (blank copies both available from the Father's House office upon request). Consent is given in writing by non-members for specific services, eg. Inclusion on email lists for events
- Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract. Example: a member or non-member books into an event at Father's House or to event/accommodation at Lox Lane
- Processing necessary for compliance with a legal obligation. Examples include: Information from accident reports require processing for health and safety records and Information recorded in order to comply with our safeguarding responsibilities.
- Processing necessary for the purposes of the legitimate interests of the data controller except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject. Example: Keeping records of those serving on teams at Father's House and disseminating that information in the form of rotas to other team members.
- Processing necessary to protect the vital interests of a data subject or another person. This is used where data processing is needed to protect someone's life, so is unlikely to be used as a basis for processing at Father's House.

And in addition: Our lawful basis for processing your special categories of data:

- Processing is being carried out by a not-for-profit body with a religious aim and 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

More information on lawful processing can be found on the [ICO website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/) at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

Sharing your personal data

Your personal data will be treated as strictly confidential, and will not be shared with anyone outside the organisation without your consent or unless there is a legal requirement for us to do so.

How long do we keep your personal data?

Our policy is that the personal data kept is adequate, relevant and limited to what is necessary for the purposes for which they are processed and kept for no longer than is necessary.

In deciding how long we will retain data we will take into consideration each individual document in relation to the:

- legal and related requirements (for example tax, employment etc.)
- the legitimate current and future value of the information
- our need to access the information
- risks to data subjects' privacy associated with retaining the information
- ease or difficulty of making sure the data remains accurate and up to date; and
- historical value of the information

All data processors are aware of the need to retain personal data only as long as necessary, with consideration to the criteria listed. We have procedures in place to undertake regular secure disposal of any data (hard copies or stored on computers) which is no longer required.

Providing us with your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to do so will restrict our ability to meet our objectives, for example to provide members with appropriate care, support, teaching and information or to offer specific services, e.g. booking events.

Maintaining confidentiality and security of your data

We will treat all your personal information as private and confidential and will not disclose any data about you to anyone other than the staff and volunteers who process the data on behalf of the controller. We do this in the following ways

- **Training:** All those who process data for the organisation have been made aware of their obligations under the GDPR. We have done this through policies and training.
- **Physical security:** We ensure hard copies of personal data are stored securely. We operate a clear desk policy. We dispose of confidential waste securely by shredding.
- **Cybersecurity:** All computers, laptops and devices used by staff and volunteers to process personal data are password protected, and have anti-virus and anti-malware products installed (and kept updated).

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 we hold about you;
- The right to request that we correct 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 to retain such data;
- THE RIGHT TO WITHDRAW YOUR CONSENT TO THE PROCESSING AT ANY TIME, WHERE CONSENT WAS OUR LAWFUL BASIS FOR PROCESSING THE DATA;
- 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 where applicable i.e. where processing is based on legitimate interests.

Transfer of Data Abroad

We do not transfer personal data outside the EEA

Automated Decision Making

We do not use any form of automated decision making

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Statement, 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.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our data representative, Caroline Watkins, Administrator, Father's House.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](#) on 03031231113 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, England.

May 2018