

Data & Privacy Policy

Abingdon Vineyard Church

Abingdon Vineyard is a Christian Church affiliated to Vineyard Churches UK and a Charitable Company limited by guarantee registered in England and Wales under Company No. 6513569; Charity Registration No. 1123914. PO Box 533, Abingdon, OX14 9BY.

General Data Protection Regulations (GDPR) May 2018 - Compliance

The data legislation is designed to protect personal data about living individuals. This means that any person or organisation who handles personal data must comply with the requirements of the legislation.

Here at Abingdon Vineyard we take your data and privacy seriously. This policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed.

Information is collected from you so that we can keep in contact with you and let you know of news and events happening in the church that we think may be of interest to you. You may be asked to provide information such as your name or email address in order to sign up to an event or to receive information from us on church-related activities. It is entirely your choice whether to give us information about yourself or not.

In addition to the information collected from users or associates of the church we may also hold information provided by volunteers or staff members for the purpose of administration.

Information collected will not be shared with any other organisation and we promise to keep your details safe and secure. We will only keep your data for as long as necessary and will remove it any time at your request.

The legislation defines the governing principles that must be followed in relation to the processing of data about individuals including that the data be:

- processed lawfully
- collected for a specific purpose
- relevant and necessary
- correct and up to date
- kept no longer than needed
- processed in accordance with individual's rights
- kept securely
- not be shared outside EEA without verifying adequate level of protection

If you wish to find out what information we hold or to amend the information, please contact us at office@abingdonvineyard.org.uk or by telephone on 01235 884759.

The following summarises how we collect and manage your data and the precautions we take to secure data against misuse or misapplication.

What information do we collect?

The information we collect from you may include: Name, address, email address, phone/mobile number, date of birth, marital status, financial information, attendance records, emergency contact details, photographs from events, insurance information and employee/volunteer information. Information may be collected by filling out paper forms, forms on our website or via on-line form systems. It may also be collected at events, groups and community activities involving the church or through ChurchSuite, and on-line church management system.

Why do we hold data about people?

General administration of the church, e.g. pastoral care, preparation of rotas, recording attendance, maintaining financial records of giving for audit and tax purposes; contacting you to keep you informed of church-related activities and events; statistical analysis; to monitor trends in attendance at services, small groups and courses to help us be more responsive to the needs of the church.

Where do we store the data?

We may store your information on computers (on hard drives, or use cloud-based storage), in paper form, or both. Computer devices could include tablets, phones, memory sticks/cards CD's. We also use a cloud based church management system called ChurchSuite as our information management database.

Paper files that hold personal information (other than names and contact details) are kept secure in locked cabinets when not in use.

How do we protect and document the data we have?

All computers/devices and cloud-based services that store or are used to work with any personal data are password protected and have up to date anti-virus software. Your data is held in a secure purpose designed database in our on-line church management system called ChurchSuite. Data held on ChurchSuite is subject to a specific ChurchSuite Privacy Policy that can be found at <https://churchsuite.com/privacy-policy>.

Access to your data is limited to the church leaders and trusted and authorised volunteers or staff members that need access as part of their work for the church. We will not provide your data to any other party unless required to do so by law.

How will we use your information?

- To let you know of news and events, via email and text of what's going on at Abingdon Vineyard, the wider Vineyard movement and other affiliated organisations, if you have consented for us to do so;
- To maintain accurate and up to date records of our employees, volunteers and church members;
- To administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our website to ensure that content is presented in the most effective manner for you and for your device and as part of our efforts to keep our site safe and secure.

How long do we hold your data?

Data is only kept as long as needed to fulfil the purpose for which it was collected. All personal data to be destroyed when no longer needed to fulfil that purpose or at the request of the individual. Employee records to be kept for up to 40 years for insurance purposes. Financial records and correspondence are kept for a minimum of 7 years.

What is the legal basis for processing your data?

Our legal basis for processing personal data is different depending upon the purpose it was collected for. The following list covers the main types of data that we hold, for a full list please contact us by emailing office@abingdonvineyard.org.uk

- Data collected to keep you informed about a specific area you expressed an interest in, is held to fulfil your legitimate interest and ours;
- Data collected to keep you posted about Abingdon Vineyard news and events is held via consent (unless otherwise stated);
- Data collected through our booking systems for the events and courses that we run is held for our legitimate interests or because of a contractual obligation to do so;
- Data collected about your children or young people when they are attending Vineyard Kids or Youth or Youth Club is held on parental consent and vital interests;
- Employee, volunteer and church member data records are processed to comply with legal and contractual obligations and to fulfil our legitimate interests as a church community. Some of your records may be held with your consent. Where we choose to hold such records on consent we will ask for you to agree to this when your data is collected. We will also inform you how you can withdraw your consent if you wish to do so.

What is the process if you suffer a data breach?

A personal data breach means a breach of security leading to the destruction, loss, alternation, unauthorised disclosure of, or access to personal data.

Any potential personal data breach must be reported to the current Chair of the Trustees, they will investigate and ascertain if the data breach was likely to result in a risk to the individual, for instance damage to reputation, financial loss, loss of confidentiality. If this is the case the ICO must be made aware within 72 hours of the incident being reported.

If in doubt, the ICO helpline 0303 123 1113 can provide clarification.

The Chair of the Trustees will check to see how a recurrence can be prevented, through better processes, further training or corrective action.

What is the process if someone wants to know what information we hold on them, update the information or be removed from our records?

Personal data is held within our on-line church management system, ChurchSuite. If you are a regular member of the church you will be offered access to the church management system through an on-line facility called MyChurchSuite requiring a personal user name and password for access. With this access you will be able to see and modify, if required, the personal data held about you. The personal data we hold about you may also be updated by completing a new contact form.

Also, if any individual wishes to access any personal data that we hold on them, they need to apply in writing. Steps must be taken to confirm the identity of the individual before providing the information, requiring both photo identification and confirmation of address.

Any changes requested to the data, including removal ('right to be forgotten'), requested by the individual, must be actioned as soon as possible.

Contact us

Should you require contacting us about any matter concerning this policy or the data it relates to then please email office@abingdonvineyard.org.uk or write to:

The Trustess
Abingdon Vineyard Church
PO Box 533
Abingdon
OX14 9BY

For further information about data protection legislation please go to ico.org.uk

Signed:



Name: R A Ball
Chair of the trustees
Abingdon Vineyard Church

Date: 30th May 2018