

PRIVACY POLICY

Hope Church Rotherham collects the personal data from people for the purpose of general church administration and communication. This includes all activities carried out under the charity umbrella. This includes Back to Jerusalem UK and the Rotherham Foodbank.

Hope Church Rotherham recognises the importance of how we treat personal data whether held on paper, or electronically. We are diligent in maintaining corrective action to abide lawfully with our procedures as set down in the General Data Protection Regulation 2017.

Hope Church Rotherham seek to adhere to the principles of GDPR in handling, processing and storing personal data. Any person representing Hope Church Rotherham must adhere to these principles.

1. The data shall be processed in accordance with GDPR and shall not be processed unless certain conditions are met.
2. The data obtained will only be processed for a specific and lawful purpose.
3. The data obtained will be relevant for the purpose.
4. The data will be accurate and up to date.
5. The data will not be kept for longer than is necessary.
6. The data will be processed in accordance with the subject's rights.
7. The data will be kept secure at all times. This will be protected from unauthorised or unlawful processing and against accidental loss or damage by implementing the appropriate security measures.
8. The data will not be transferred to a country or territory outside of the E.U. area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in processing personal data.

Collecting your Data:

We collect your data when you:

- Fill in the contact forms on our websites, Facebook pages or donate online.
www.hopechurchrotherham.co.uk
www.rotherham.foodbank.org.uk
www.backtojerusalem.co.uk
The electronic forms are embedded
- Donate to any activities of Hope Church Rotherham by completing online donation pages/forms, offering envelopes, bank standing order mandates or Gift-Aid mandates.
- Register your contact details for a conference or church event.
- Fill out a Church visitor card
- Purchase goods or services, including providing credit/debit card details.
- When you communicate with the Church by email, letter or telephone.
- Face-to-face meeting with Pastoral staff, meetings. Notes may be taken.
- Access ALL church social media platforms.

Maintaining Confidentiality:

Hope Church Rotherham will treat all your personal information as private and confidential. We will not disclose any data about you or anyone other the Church Pastoral team, ministry heads and staff who require this information to facilitate the day to day running of the church.

All members who have access to your data will be required to sign a confidentiality agreement in line with that set out for Hope Church Rotherham.

The exceptional circumstances to this where data can be shared legally is:

1. Where legally compelled.
2. Where there is a duty to disclose to the public.
3. Where disclosure is required to protect your interest.
4. Where disclosure is requested with your consent.

Use of Personal Data:

Hope Church Rotherham will use your data to...

- Maintain the day to day administration function of the church. This includes Pastoral visitation, oversight including phone calls and emails, preparation of service rotas, financial records for audit and tax reclaim purposes.
- Contact you about Church service, events, activities, projects and resources.
- Analysis of the Church demographics – Connect groups and connect group attendance.

Member Information:

This is kept in the form of an electronic database collated from hard copy information sheets/visitor cards, freely filled in and submitted by the subject. The database is an excel spreadsheet held on the office computer.

1. Accesses to the databases are password protected which are specifically selected by the data controller.
 2. Authorised personnel only have access to their specific area of use within the database. This is controlled by the Data Controller and specified administrators. These are the only people who can access and set the security parameters.
 3. People who will have secure and authorised access to the databases include...
- Hope Church Rotherham Trustees
 - Hope Church Leadership Team
 - Administration Staff
 - Department Heads
 - Connect Group Leaders
 - Visitation Team
 - Rotherham Foodbank Staff
 - Back to Jerusalem administrators'

4. Any individual who are the subject of personal data held by Hope Church Rotherham have the right to:
 - Ask what information Hope Church Rotherham holds about them and why.
 - Ask how to gain access to it.
 - Be informed how to keep it up to date.
 - Be informed what Hope Church Rotherham is doing to comply with its regulations under the GDPR 2017.
5. Personal information will not be passed onto any third party outside of the Charity activities. We do not sell or pass any of your personal information to any other organisation or individual without your consent, with the exception of:
By providing us with your details you are giving Hope Church Rotherham permission to transfer your data in the future to service providers such as MailChimp to distribute all Church Newsletters.
6. Sensitive information may be collected and stored such as health and religious (Church Attendance) information when you and your family attend and register for Church events and conferences. Your data will be kept in the strictest of confidence. It is never sold, given away or shared with anyone else unless required by the law.

Rights to Information Access:

All subjects who have personal data held by Hope Church Rotherham have the right to access their data held in certain manual filing systems. The right is subject to certain exemptions: Personal information may be withheld if the information relates to another subject.

Any person who wishes to exercise their right to access their information should make their request in writing to the Hope Church Rotherham Data Controller. A standard letter template can be found online. Visit www.ico.gov.uk for more information.

Please address this to
The Data Controller
Hope Church Rotherham
Grove Road
Rotherham
South Yorkshire
S60 2ER

admin@hopechurchrotherham.co.uk