

New Road Methodist Church Centre, Stourbridge

GDPR (General Data Protection Regulation) Policy

1. Introduction

New Road Methodist Church Centre is committed to protecting the privacy and data of our members, visitors and volunteers. This policy outlines our commitment to compliance with the General Data Protection Regulation (GDPR) and explains how we collect, process, and protect personal data. This policy is designed to ensure that we handle personal data in a transparent, lawful, and secure manner.

2. Data Protection Principles

At New Road Methodist Church Centre, we adhere to the following data protection principles:

- Data is processed lawfully, fairly, and transparently.
- Data is collected for specified, explicit, and legitimate purposes.
- Data collected is adequate, relevant, and limited to what is necessary for the purposes.
- Data is accurate and kept up to date.
- Data is stored for no longer than is necessary.
- Data is processed with appropriate security measures.
- Data is processed with respect for the individual's rights.

3. Data Collection and Processing

We collect and process personal data only for specific purposes, which include but are not limited to:

- Communication regarding church activities, events, and services.
- Managing and maintaining our church community database.
- Providing pastoral care and support.
- Compliance with legal and regulatory requirements.

4. Types of Personal Data Collected

We may collect the following types of personal data:

- Name
- Date of Birth
- Contact information (address, email address, telephone and mobile numbers)
- Emergency Contact information
- Church membership and pastoral group
- Consent for photographs and video recordings
- Any other information voluntarily provided

5. Consent

We obtain explicit consent from individuals before collecting or processing their personal data. Consent is obtained for specific purposes and can be withdrawn at any time.

6. Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or destruction. This includes regular risk assessments and data protection impact assessments.

7. Data Sharing

We do not share personal data with third parties without express consent, except when required by law or necessary for the purposes stated in section 3. All third-party data processors are vetted to ensure they comply with GDPR.

8. Data Retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, and in accordance with legal and regulatory requirements. Data that is no longer necessary will be securely deleted.

9. Individual Rights

Individuals have the right to:

- Access their personal data.
- Correct inaccuracies in their personal data.
- Withdraw consent.
- Request the erasure of their data.
- Object to the processing of their data.
- Lodge a complaint with a supervisory authority.

10. Data Protection Officer (DPO)

New Road Methodist Church Centre appoints a Data Protection Officer responsible for overseeing GDPR compliance. The DPO, Liam Hodgetts, can be contacted at liam@newroad.valeofstour.org.uk.

11. Review and Updates

This policy is reviewed annually and updated as necessary to ensure compliance with GDPR and any changes in our data processing activities.

12. Contact Information

For questions, concerns, or requests related to this policy or your personal data, please contact:

Liam Hodgetts <liam@newroad.valeofstour.org.uk>

Policy agreed: 29th February 2024

Review date: February 2025