

Document Name	Data Privacy Policy
Date of Last Revision	21 August 2023
Author of Last Revision	Sam Smith



TANTERTON CHRISTIAN FELLOWSHIP

Data Privacy Policy

Under Data Protection legislation the church Charity Trustees of TANTERTON CHRISTIAN FELLOWSHIP (“TCF”) are the Data Controller and can be contacted by emailing church@tanterton.org.uk.

We collect personal data in accordance with Data Protection legislation because we consider it to be in the church’s legitimate interest for the following reasons:

If you are a church member, we collect your personal data so we can keep you informed of upcoming events, update you on fellowship news and send you a card on your birthday. If you regularly attend TCF or have a longstanding connection with us, but are not a member, we may ask if you would like us to collect your personal data for the same purposes, but as a church friend. In this instance:

- Before we collect any personal data from you, we will ask you to sign a consent form.
- Any personal data in paper form will be filed and stored in the office in the TCF building, which is kept locked and can only be accessed by authorised key holders acting for TCF.
- Any personal data in electronic form will either be stored on an online data storage platform that is username and password protected, or on electronic devices that are password or PIN protected belonging to TCF or the Trustees. In both cases only the Trustees or individuals nominated by the Trustees will be provided with the access rights.
- TCF will never share this personal data with any third parties.
- If you are a church member, any personal data in any form will be deleted as soon as you are no longer a member of the church, unless you request in writing that TCF retains the information as one of our church friends. If you are a church friend, any personal data in any form will be deleted if you don’t attend the church for a period of three months, unless you request in writing that TCF retains the information as one of our church friends.

If a child or young person attends a church group, we collect essential personal data about them to ensure their safety and run the group compliantly, including emergency contact details, permissions, and medical information. In this instance:

- Before your child or young person can attend the church group you will be asked to complete a registration form, which will contain the personal data, and which includes a consent for TCF to store your data in accordance with this policy.
- You have the right to refuse to provide the personal data requested by TCF in a registration form, but please note that if the personal data is required for TCF to comply with other legislation or best-practice guidance, if you don’t provide the data TCF reserves the right to not allow your child or young person to attend the church group.
- Any personal data in paper form will be filed and stored in the office in the TCF building, which is kept locked and can only be accessed by authorised key holders acting for TCF.
- Any personal data in electronic form will either be stored on an online data storage platform that is username and password protected, or on electronic devices that are password or PIN protected belonging to TCF or the Trustees. In both cases only the Trustees or individuals nominated by the Trustees will be provided with the access rights.
- TCF will never share this personal data with any third parties.
- Any personal data in any form will be deleted at the end of the year for the relevant group.

If we support you with pastoral care, to do this effectively we may need to record information regarded as sensitive. In this instance:

- Before we collect any personal data from you, we will ask you, either verbally or in writing, if you consent to TCF collecting the data and give you a choice on to whom your personal data will be shared within the church fellowship.
- Any personal data in electronic form will either be stored on an online data storage platform that is username and password protected, or on electronic devices that are password or PIN protected

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belonging to TCF or the Trustees. In both cases only the Trustees or members of the TCF pastoral care team will be provided with the access rights.

- TCF will never share this personal data with any third parties unless you have given express consent to do so.
- Any personal data collected for the purposes of a pastoral care matter will be deleted once the matter is considered closed by the Trustees.

If you are hiring the TCF building, we collect personal data from you to confirm your identity and correctly document the letting. In this instance:

- Before you can hire the building, you will be asked to complete a registration form, which will contain the personal data, and which includes a consent for TCF to store your data in accordance with this policy.
- You have the right to refuse to provide the personal data requested by TCF in a registration form, but please note that if the form is not completed correctly TCF reserves the right to refuse to let the premises.
- Any personal data in paper form will be filed and stored in the office in the TCF building, which is kept locked and can only be accessed by authorised key holders acting for TCF.
- Any personal data in electronic form will either be stored on an online data storage platform that is username and password protected, or on electronic devices that are password or PIN protected belonging to TCF or the Trustees. In both cases only the Trustees or individuals nominated by the Trustees will be provided with the access rights.
- TCF will never share this personal data with any third parties.
- Any personal data in any form will be deleted after the relevant hire of the TCF building at the discretion of the Trustees.

If we become aware and engage on a safeguarding matter, we are required by law to obtain relevant evidence and information, which will almost always include the collection of personal data. In this instance:

- Under law in this specific instance TCF is not required to notify you if your personal data is collected for the purposes of a safeguarding matter.
- Any personal data in paper form will be filed and stored in a secure document holder at the home address of the TCF Designated Person for Safeguarding, or their deputy.
- Any personal data in electronic form will either be stored on electronic devices that are password or PIN protected belonging to the TCF Designated Person for Safeguarding, or their deputy, and only these individuals will have the access rights.
- Any personal data collected by TCF for the purposes of a safeguarding matter will be passed to the relevant authorities as required by law.
- Any personal data collected by TCF for the purposes of a safeguarding matter will be stored for as long as required by law.

Except in the case of a safeguarding matter, you have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Church Secretary. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office ([HTTPS://ico.org.uk/concerns/](https://ico.org.uk/concerns/)).