



PRIVACY - General Data Protection Regulation (GDPR) Forest Community Church (FCC) charity no: 1147160

GDPR is data privacy regulation which defines a broad set of rights and principles governing the protection and use of citizens' data, which came into force on 25th May 2018.

The three main elements of this are:

- Consent must be given for data processing, and the way the data will be used must be stated in a way that is easy for the citizen to understand.
- Organizations must clearly state what data is being processed, how it is being processed and with what other organizations the data might be shared.
- Citizens have a right to be forgotten. That is, they can request that all copies of their data be deleted. They also have a right to be easily able to transfer their data from one organization to another.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation - GDPR.

2. Who are we?

Forest Community Church (FCC), Cinderford is the data controller (see 9. Contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

FCC complies with its obligations under the GDPR by keeping personal data up to date; by storing or destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access or disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

At FCC we use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of our members;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To keep you informed about church or church members' news;
- To invite you to events, activities and services running at FCC, other local venues, or online.

4. What is the legal basis for processing your personal data?

- We have your explicit consent to keep you informed about news, church events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by the FCC provided: -
 - the processing relates only to members or former members (or those who have regular contact with FCC in connection with those purposes); and
 - there is no disclosure to a third party without your consent.



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5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to church members or for purposes connected with the church. We will not share your data with third parties outside of the church without your explicit consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by The Information Commissioner (<https://ico.org.uk>). Specifically, we retain personal data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers (baptisms, marriages, funerals, etc.) permanently. On leaving the church, your personal information will be kept and securely stored for a period of 12 months, after which you will no longer be deemed a member, and we will ensure that your personal data is deleted.

7. 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: -

- To request a copy of your personal data which FCC holds about you;
- To request that FCC corrects any personal data which is found to be inaccurate or out of date;
- To request your personal data expires when it is no longer necessary for FCC to retain such data;
- To withdraw your consent to processing at any time;
- To request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), for example, if you were to move to a different church.
- 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;
- To object to the processing of personal data, (where applicable)
- To lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, 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. Where and whenever necessary, we will seek your prior consent to any new processing.

9. Contact details

To exercise all relevant rights, queries or complaints, in the first instance please contact Pastor Tim Cracknell via email: tim@fchurch.co.uk. You can contact the Information Commissioners Office by:

- Telephone - 0303 123 1113
- Email (data protection officer) - dpo@ico.org.uk
- Post - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.



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If you are new to Forest Community Church, please print out and complete the form below:

CONSENT FORM

Name	
Address	
Contact Number/s	
Email	

By signing this form, you are confirming that you have read this Data Protection Notice and that you are consenting to Forest Community Church holding and processing your personal data for the following purposes (*please tick all/any of the boxes below where you are happy to grant consent*): -

- To keep you informed about church or church members' news
- To invite you to church events, activities and services
- To contact you with surveys about church matters
- To send you a weekly prayer email detailing prayer requests from the Church community
- To send you and/or your children greetings cards, for example birthday or Christmas cards
- Any other relevant information in relation to FCC

Please tick all/any of the methods of communication that you are happy for us to use to contact you:

Email (easiest for FCC) Text Post Phone

If you do grant consent, please note that you can withdraw your consent to all or any one of the above purposes at any time by contacting admin@fcchurch.co.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

If you do not grant consent, we will not be able to use your personal data, except in certain limited situations, such as when required to do so by law or to protect members of the public from serious harm. You may miss out on upcoming events such as prayer ministries, church announcements and other exciting news from church members.

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SIGNED

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DATED

(Updated February 2021)

PLEASE RETURN COMPLETED FORMS TO THE FOREST COMMUNITY CHURCH. THANK YOU.