

This privacy policy covers the way in which Christ Church Swanley URC will collect, use and disclose personal information that elders, trustees, church members, employees, volunteers, donors and other people associated with us may provide. Christ Church Swanley URC recognises the importance of privacy and security of personal information and this policy outlines the way in which information is collected and handled. Christ Church Swanley URC and strives to comply fully with data protection law applying in England and Wales.

Why Christ Church Swanley retains personal data

- Personal data, which is supplied to Christ Church Swanley in writing or electronically by individuals, is retained for the purpose of communicating to and within the fellowship of Christ Church Swanley URC.
- Personal data is also retained where there is a need to do so for law or regulatory reasons or where there is need to process donations (e.g. gift aid claims) or payments.
- Where there are other reasons to retain personal data, people will be informed and further consent will be sought.

What personal data is kept by Christ Church Swanley

- Personal information includes any information that identifies an individual, such as name, address, e-mail address or telephone/mobile number.
- If information in addition to this is retained, the purpose will be made clear and prior consent will be sought unless the purposes are a requirement of legislation or regulation (e.g. employment, payroll, safeguarding) or to process individual donations to Christ Church Swanley.

Where the personal data is stored

- Personal data is stored electronically principally using iKnow (a UK cloud hosted, web based church management system). The system is administered by approved Christ Church administrators.
- Personal data stored other than using iKnow is in paper (locked filing) or electronic (password protected laptops, PCs and software) form. Such data is only accessible to those approved by Christ Church Swanley URC.

How the personal data is used

- Personal data is used to administer Christ Church Swanley URC and to communicate within the fellowship.
- Basic information on iKnow will be shared within the fellowship to facilitate communication between people and groups.
- Information will not be forwarded outside Christ Church Swanley unless there is a requirement by law, regulation or public duty, or unless there is prior consent.
- Every reasonable effort will be made to ensure that personal data is up-to-date and accurate.

How long personal data will be retained

- Personal data will be retained by Christ Church Swanley URC for up to twelve months after a person has ceased to be a regular member of the church fellowship or for whatever period is dictated by law or regulation (where applicable).

Your rights

- Acceptance of the privacy statement indicates consent for Christ Church Swanley to retain information as specified.
 - Any individual has the right to request what information is stored about them at Christ Church Swanley URC. Requests should be addressed in writing to the Data Controller, via the church office address. Responses will be consistent with ICO guidelines.
 - Any individual has a right to refuse consent for their information to be retained by Christ Church Swanley, unless such storage is required by law or regulation.