

Privacy Notice

Introduction:

'The Oaks' is a Christian church: Oaks Community Church - North East Derbyshire.

Registered charity:	# 1115427.
A company registered in England:	# 5291244
Registered address:	2 - 4 Lea Rd, Dronfield, S18 1SB.
Phone:	01246 414448

The Oaks values everyone who engages with us by whatever means, and we do all we can to protect your privacy and to make sure the personal data you provide us is kept safe.

This policy explains how we collect data, how we use and store information and what it means for you.

We treat all in line with our beliefs and values and we welcome any feedback on any of our actions. Just call us on 01246 414448, email us at office@oakscc.org.uk or pop in in person.

The overall aim of a privacy notice is to ensure that the holding and use of personal data is fair, lawful, and transparent by giving a clear explanation of the Oaks' duties and the individual's rights.

Data collected:

The Oaks uses personal data (and occasionally 'sensitive personal data') for the purpose of:

- General church administration
- Finance
- Demographics & metrics
- Communication
- Employer functions
- Property surveillance (CCTV)

Sensitive personal data may include, but is not limited to, information relating to your physical or mental health.

We may collect personal information each time you deal with us, for example when you make a donation by gift aid, request information, sign up for an event, provide comments, complete surveys or otherwise provide your personal details we collect the information you provide.

We do not collect data from third parties.

Nor do we collect data through our website (other than for consents, registrations or bookings for events through ChurchSuite). The Oaks does not use cookies on our website, although our webhost does, and you can read their Privacy Notice at <https://automattic.com/cookies/>.

Consent:

Where we take consent, this can be via ChurchSuite directly, via our website, or through paper forms which are subsequently scanned and stored electronically. Consent is not simply for ChurchSuite use, but data control and processing across all our processes.

What we use the data for:

We may use the personal data we collect to:

- Keep you up to date on news and stories about our mission and work
- Ask for support, such as volunteering, prayer or financial help
- Process donations you give us
- Provide information you have requested
- Keep a record of your relationship with us e.g. questions you have asked or complaints you have made;
- Measure attendance at meetings and events
- Analyse the personal information we collect to aid our understanding of the Oaks.
- Conduct questionnaire research to aid our understanding of our church and their views.
- Provide property surveillance images if required as evidence for the appropriate authorities.

How & where we store information:

How long?

We will keep your personal information only for as long as we consider it necessary to carry out each activity. You are able to view the specifics of our policy below. We take account of legal obligations and accounting and tax considerations as well as considering what would be reasonable for the activity concerned. For example, we will retain details of donations for 7 years to meet tax and accounting requirements, but we will only hold sensitive medical personal information provided until the need to hold the information is completed.

Legacy income is an important potential source of income. We may keep data you provide indefinitely to carry out the administration of legacies.

Security:

Our data is stored in four places:

1. ChurchSuite: This is a cloud-based on-line church management system. The servers are UK-based and ChurchSuite has sophisticated, military grade security protocols and encryption of data.
2. The Oaks Central Server: This is encrypted and password protected. For security, password changes are forced monthly and with change of personnel. Connections are firewall protected and the server is backed up daily. Back-

ups are stored securely and an additional weekly back-up is stored securely off-site.

3. The Oaks website: This provides information regarding our purpose, policies and activities, and lists personnel details e.g. names, email addresses, telephone numbers and images of those with various responsibilities.
4. The Oaks CCTV hard-drive recorder: This data is only accessed if needed in pursuit of evidence for the appropriate authorities (e.g. police).

We ensure that access to personal data is restricted only to those staff members or volunteers whose job roles require such access and that suitable training is provided for these staff members and volunteers.

When we share your data:

We do not share your data except by your permission.

However, we may need to pass on information if required by law or by regulatory body. For example, a Gift Aid audit by HMRC, or if asked for details by a law enforcement agency (e.g. CCTV images).

How we treat children and vulnerable persons:

All data collected on persons aged under 18 years is with parental consent.

Those without mental competence require the consent of either a Next of Kin, Legal Guardian (e.g. Power of Attorney or Court of Protection) or an Independent Mental Capacity Advocate (IMCA).

Your choices and telling us when things change:

Change of preferences:

You can change your preferences at any time on what you receive from us, or how we contact you, by writing to us.

You can do so by:

- Email us on: office@oaksc.org.uk
- Letter to us at: 2-4, Lea Road, Dronfield, Derbyshire, S18 1SB.

Updating your details:

We do appreciate it if you keep your details up to date. You can do so at any time by writing to us at the addresses above.

Telling us to stop data processing:

You have the right to ask us to erase your personal data, to ask us to restrict our processing or to object to our processing of your personal data. You can do so at

any time by writing to us at the addresses above.

Your rights - the DPA (1998) & the General Data Protection Regulation (2017):

Subject Access Requests: You have the right to request details of the information we hold about you. To receive a copy of the personal information we hold please **write by signed letter** to us at 2-4, Lea Road, Dronfield, Derbyshire, S18 1SB stating in as much detail possible the information required: Eg.

- Date range
- Topic
- Whether specific CCTV images are required; and if so the site, specific dates and times of interest.

We will respond within 30 days of receiving your letter.

For more information about your rights under the Data Protection Act you can visit the website of the [Information Commissioner's Office](#).

More Detail:

The General Data Protection Regulation requires us to issue this “privacy notice” to explain the data requirements of the Oaks, how that data will be stored and used, and also for how long the data will be kept for (the “data longevity”).

The Oaks also needs to determine the legal basis upon which we hold that data; either that personal data requires your “consent” for us to hold and use it, or that we hold and use that data through a “legitimate interest”. This is determined through a “balance test”, since seeking consent for everything would be unwieldy and be unnecessary where the Oaks use that data in a way that you would readily accept and understand.

The Oaks also need to explain the principles applied in holding and using that personal data, and outline your rights.

Data Protection principles (The Oaks' responsibilities)

Privacy Notices:

In order for the processing to be fair, lawful, and transparent, the Oaks must make certain information available to you, such as providing this privacy notice. However, a privacy notice by itself does not mean that use is necessarily fair, lawful and transparent, and other elements of fairness need to be considered, such as, using information in a way that people would reasonably expect, and thinking about the impact of use.

Purpose Limitation:

Personal data may only be collected for specified, explicit and legitimate purposes and must not be further used in a manner that is incompatible with those purposes.

Data Minimisation:

Data is adequate, relevant, and limited to what is necessary in relation to the purposes for which they are used.

Data Accuracy:

The Oaks (the "Data Controller") is responsible for taking all reasonable steps to ensure that personal data are accurate.

Data Retention:

Personal data must be kept in a form that permits identification of "Data Subjects" (the individual whose information is held) for no longer than is necessary and for the purposes for which the personal data are used. However, there are specific provisions on the using of personal data for historical, statistical, or scientific purposes.

Data Security:

Personal data must be used in a manner that ensures appropriate security of such data, including protection against unauthorised or unlawful use, accidental loss, destruction, or damage.

Accountability:

We are obliged to demonstrate that our data using activities are compliant with the Data Protection Principles.

Data subjects' Rights (your individual rights)**Identifying data subjects:**

Third parties might attempt to exercise your rights without proper authorisation to do so. The Oaks are required to obtain proof of identity from you, before giving effect to your rights. This helps to limit the risk of third parties gaining unlawful access to personal data.

Right of Access:

You have the right to access your personal data and supplementary information (via a Subject Access Request – SAR). This allows you to be aware of, and verify the lawfulness of the use.

Time limits for complying with the rights of data subjects:

The Oaks is obliged to give effect to your rights within specified time periods. E.g. This is 30 days for a "Subject Access Request".

Erasure & Correction:

You have the right to correction of incorrect data and erasure of personal data (the "right to be forgotten").

Restricted processing:

In some circumstances, you may not be entitled to the erasure of your personal data (e.g. the exercise or defense of legal claims; protecting the

rights of another person or entity; purposes that serve a substantial public interest), but you may be entitled to limit the Oaks use of that data.

Right to object to processing:

You have the right to object to the use of your personal data for the purposes of direct marketing. (This right must be communicated to you no later than the time of the first marketing communication).

Obligations to Inform Subjects of the Right to Object:

The Oaks are obliged to inform you of your right to object to the using of your personal data.

Right not to be Evaluated based on Automated Processing.

You have the right not to be evaluated, in any material sense, solely based on the automated processing of your personal data.

Profiling:

Organisations must adhere to the strict guidelines when using automated processing of personal data. This includes having appropriate procedures, technical, and organisational measures to enable inaccuracies to be corrected and minimise the risk of errors.

Balance test

Taking consent for every time a name (or initials) is used would be burdensome and unnecessary where the Oaks use that data in a way that you would readily accept and understand.

It is therefore appropriate to determine what personal data requires “consent” to use within a particular process, and what can be assumed to be “legitimate interest”. This is intended to permit the use of personal data for legitimate reasons, provided those uses do not override by the rights or freedoms of the affected individuals.

Test: Where personal data is stored or used as a result of any of the following, then a legitimate interest could reasonably be assumed:

- An incidental record rather than systematic use. E.g. Safeguarding notes, ministry notes, etc.
- A request initiated by the data subject rather than the Oaks. E.g. Applications, reimbursements, etc.
- Data processing as a consequence of an action of a data subject rather than the Oaks, including membership and attendance at groups or meetings. E.g. Registers, agendas, minutes & notes, gifts & donations, Gift Aid, etc.
- A request initiated by the Oaks where the purpose is to harvest opinions or views to be used at aggregate level, not the personal data itself. E.g. feedback or evaluations
- Where personal data will be stored or processed on a temporary basis for a specific episode or event and deleted thereafter, rather than kept indefinitely. E.g. applications, permission slips, etc.

Therefore, on balance, the Oaks will seek consent for: -

- All sensitive personal data (e.g. medical information for minors (<18yr old), holding DBS certificate numbers)
- Personal data that is hosted on 3rd party servers (e.g. ChurchSuite)
- All permissions & consents relating to minors (<18yr old)
- Photographs of minors (<18yr old) and adults.

Similarly, on balance, the Oaks will assume “legitimate interest” for: -

- Communications regarding matters pertaining to church or “church membership”
- Processes or communications regarding requests & applications
- Registers
- Agendas, minutes and notes
- Feedback and evaluations
- Policies

Where there is genuine difficulty in applying or interpreting the Balance Test, or where the result creates concern, the Oaks will err on the side of “consent” rather than “legitimate interest”.

Processes covered, personal data required, the data longevity

This privacy notice covers the five data “systems” of the Oaks, and there are a number of processes undertaken in order to effectively administer the church. These are summarised in the table below, along with the personal data requirements, how long that data will be held, and the legal basis determined for holding that data as judged by the balance test:

System #1: General Administration			
Process	Data requirements	Data longevity	Legal basis
Church directory	Title Name Address Telephone # Mobile # Email address Household	Indefinite	Consent (Dual consent for those aged 16-18yr)
Meeting agendas	Name	Indefinite	Legitimate interest
Minutes of meetings	Name	Indefinite	Legitimate interest
Attendance registers	Name (DoB & Emergency contact mobile # for minors (<18yr old))	Indefinite	Legitimate interest
Conflicts of Interest & Register of Interests	Name Interest/Conflict	Indefinite (on minutes)	Legitimate interest
	Name Interests	Duration of interest + 1yr	Legitimate interest

DBS self-declaration form	Name Address Conviction, Police investigation, allegation or cause for concern regarding conduct declaration	Until DBS results +1mth	Legitimate interest
DBS results	Name DBS certificate number	3 years + 1mth	Consent
Safeguarding notes	Name Gender	Indefinite	Legitimate interest
Approved drivers	Name Driving licence photocopy Car insurance details	Until approval period concluded (1yr max) +1mth	Legitimate interest
Booking forms	Name DoB Address Telephone # Mobile # Email address	Until event concluded +1mth	Legitimate interest
Accident forms	Name Address DoB Gender Details of accident Treatment administered Names of those in attendance	21 years	Legitimate interest
Activity Permission forms for minors (<18yr old)	Name Address DoB Parental name Telephone # Mobile # Authorised collectors Relevant medical or disability condition & medication details Email address	1yr +1mth	Consent
Medical information for minors (<18yr old)	Name Address DoB Gender GP name GP address GP Telephone # NHS #	1yr +1mth	Consent

	Relevant medical or disability condition & medication details Parental name Address Telephone # Mobile # Email address		
Image consents for adults & minors (<18yr old)	Name DoB Parental name	1yr +1mth	Consent
Image storage for adults & minors (<18yr old)	Name DoB Date of image Image	Indefinite	Consent
Pastoral notes	Name Address Mobile # Email address Church of attendance	Until episode concluded +1mth	Legitimate interest
SMT notes	Name Address Mobile # Email address Church of attendance	Until SMT concluded +1mth	Legitimate interest
Mentorship notes	Name	Until mentorship concluded +1mth	Legitimate interest
Feedback forms	Name	Until event concluded +1mth	Legitimate interest
Evaluation forms	Name	Until event concluded +1mth	Legitimate interest
Policies	Name Position Telephone # Mobile# Email address	Indefinite	Legitimate interest

System #2: Finances

Process	Data requirements	Data longevity	Legal basis
Donations and gifts	Name Amount Purpose	Current financial year + 7 years	Legitimate interest
Gift Aid declarations	Name Address	Current financial year + 7 years	Legitimate interest
Gift Aid claims to HMRC	Name Address Amount Date	Current financial year + 7 years	Legitimate interest

Legacies	Name DoB Executor's name, address, telephone #, mobile # & email address.	Until legacy received +1yr	Legitimate interest
Reimbursements	Name Amount Bank & sort code & A/C#	Current financial year + 7 years	Consent
System #3: Demographics & Metrics			
Process	Data requirements	Data longevity	Legal basis
Group membership	Name Email address	Indefinite	Consent
Group attendance registers	Name Apologies/reason	Indefinite	Consent
Team rotas	Name Email address	Indefinite	Consent
Location	Name Address	Indefinite	Consent
System #4: Communications			
Process	Data requirements	Data longevity	Legal basis
Notices	Name Address Telephone # Email address	Until event concluded +1mth	Legitimate interest
Prayer requests & updates	Name Details	Until event concluded +1mth	Consent
Letters	Name Title Address Household Additional details: - Donations (incl. Gift Aid)	Current year + 7 years	Legitimate interest
Emails	Name Email address	Indefinite	Legitimate interest
Texts & other apps	Name Mobile #	Indefinite	Legitimate interest
Dropbox	Name Email address	Indefinite	Legitimate interest
Recording of sermons	Name Date Title of Sermon	Indefinite	Legitimate interest
References to 3 rd parties	Name Title Address DoB Gender Attendance	Indefinite	Legitimate interest

System #5: Employer functions			
Process	Data requirements	Data longevity	Legal basis
Personnel files	Name Title Address Telephone # Mobile # Email address DoB NoK NI # Tax code	For duration of employment + 1 year	Legitimate interest
Attendance	Name Attendance	For duration of employment + 1 year	Legitimate interest
PAYE	Name NI # HMRC reference # Tax code	For duration of employment + 1 year	Legitimate interest
Salary	Name Bank Sort code A/C #	For duration of employment + 1 year	Legitimate interest
Appraisals	Name Date	For duration of employment + 1 year	Legitimate interest
Medical information	Name Address DoB NoK Relevant medical details	For duration of employment + 1 year	Consent
Employment checks	Name Address DoB Passport # Passport DoI/DoE Place of issue Further documents &/or details as required Professional certificates & qualifications	For duration of employment + 1 year	Legitimate interest
Interview of candidates	Name Gender Address Referees Mobile # Email address Application details	Until appointment +1mth	Legitimate interest

	References Interview notes		
Staff references from 3 rd parties	Name Title Address DoB Gender	For duration of employment + 1 year	Legitimate interest
System #6: Property surveillance			
Process	Data requirements	Data longevity	Legal basis
CCTV		For 7 days unless specific subject data required by an appropriate authority	Legitimate interest