



**NEW · LIFE**  
**C H U R C H**

# **DATA PROTECTION POLICY**

<b>Version</b>	<b>Date</b>	<b>Responsible</b>	<b>Reasons for changes</b>
1.0	22/12/2020	Blessen Matthew	New document

# New Life Church Derby Data Protection Policy

New Life Church Derby uses personal data about living individuals for the purpose of general church administration and communication.

New Life Church Derby recognizes the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998.

New Life Church Derby fully endorses and adheres to the eight principles of the Data Protection Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for New Life Church Derby must adhere to these principles.

## **The Principles:**

The principles require that personal data shall:

- 1 Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
- 2 Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- 3 Be adequate, relevant and not excessive for those purposes.
- 4 Be accurate and where necessary, kept up to date.
- 5 Not be kept for longer than is necessary for that purpose.
- 6 Be processed in accordance with the data subject's rights.
- 7 Be kept secure from unauthorized or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organizational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **Maintaining Confidentiality:**

New Life Church Derby will treat all personal information as private and confidential and not disclose any data about anyone other than the leadership and ministry

overseers/coordinators of the church to facilitate the administration and day-to-day ministry of the church.

All New Life Church Derby staff and volunteers who have access to Personal Data will be required to sign their agreement to this Data Protection Policy

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

### **Use of Personal Information:**

New Life Church Derby use your personal data for three main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of ministry Rota, maintaining financial records for audit and tax purposes.
2. To keep the congregation up to date regarding church activities and events.
3. Statistical analyses; gaining a better understanding of church demographics. N.B. although collated church data may be passed to a third party, such as number of small groups or small group's attendance, no personal data will be disclosed.

### **The Database:**

Information contained on the database will not be used for any other purposes than set out in this section. The database is accessed through a remote server and therefore, can be accessed through any computer with Internet access.

1. Access to the database is strictly controlled through the use of name specific passwords, which are set up and authorized by the Data Controller.
2. Those authorized to use the database only have access to their specific area of use within the database. This is controlled by the Data Controller who is the only person who can access and set these security parameters.
3. People who will have secure and authorized access to the database include New Life Church Derby Staff, Ministry Team Leaders, Home Church Leaders and New Life Church Derby's directors.
4. The database will NOT be accessed by any authorized users outside of the EU, in

accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.

5. All access and activity on the database is logged and can be viewed by the Database Controller.
6. Subject Access - all individuals who are the subject of personal data held by New Life Church Derby are entitled to:
  - Ask what information the church holds about them and why.
  - Ask how to gain access to it.
  - Be informed how to keep it up to date.
  - Be informed what New Life Church Derby is doing to comply with its obligations under the 1988 Data Protection Act.
7. Personal information will not be passed onto any third parties outside of the church environment.
8. Subject Consent --- The need to process data for normal purposes has been communicated to all data subjects. In some cases, if the data is sensitive, (for example information about health, race, or gender), express consent to process the data must be obtained.

**Rights to Access Information:**

Employees and other subjects of personal data held by New Life Church Derby have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual. Any person who wishes to exercise this right should make the request in writing to the New Life Church Derby Data Controller.

New Life Church Derby reserves the right to charge the maximum fee payable (£100) for each subject request. If personal details are inaccurate, they can be amended upon request.

New Life Church Derby aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

**Your signature below indicates that you have read, understood, and will adhere with the Policy document detailed above.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

