

Privacy Notice

[Church name]

This notice explains what information we keep about you, why we keep it and what your rights are. It covers members, regular attenders, volunteers, givers and anyone else in contact with the church.

Who we are

[Church name] is responsible for the personal information described in this notice. In data protection law, we're the "controller" of it. Our address is [church address].

If you have a question about this notice or your information, please contact [our church administrator] at [email address].

What we keep

Depending on how you're involved in church life, we may keep:

- your name, address, phone number and email address
- your date of birth, and who else is in your household
- your involvement in church life, such as membership, the services and groups you come to and the roles you volunteer for
- records of your giving and any Gift Aid declarations
- notes made to support you pastorally, including prayer requests you share with us
- for some volunteer roles, safeguarding records and details of DBS checks
- records of the emails we send you, and your choices about hearing from us
- [photos taken at church events, if you've agreed]

Why this information needs extra care

Being part of a church says something about your religious beliefs, and notes about your health, such as a prayer request, may do too. Data protection law calls this "special category" information and gives it extra protection.

As a religious not-for-profit body, we can keep it about members, former members and people in regular contact with us. We only use it for the church's own activities, and we won't share it outside the church without your consent.

Why we use it, and our lawful basis

The law says we need a reason, called a lawful basis, for each way we use your information. Ours are:

What we use it for	Our lawful basis
Keeping in touch about church life, such as service times, rotas and meetings	Legitimate interests: running the church and caring for its members
Organising services, groups, events and volunteers	Legitimate interests
Caring for you pastorally	Legitimate interests
Claiming Gift Aid on your gifts and keeping the records HMRC needs	Legitimate interests to make the claim, and legal obligation to keep the records
Keeping our accounts	Legal obligation: charity law requires us to keep accounting records
Keeping children and adults at risk safe, including DBS checks for some roles	Legitimate interests. For DBS check details, the condition for safeguarding children and individuals at risk in the Data Protection Act 2018
Sending you news, appeals and event invitations by email	Consent
[Taking and sharing photos of church events]	[Consent]

Where we rely on your consent, you can withdraw it at any time by contacting us. That won't affect anything we did before you withdrew it.

You don't have to give us your information. But without your name, home address and a declaration, we can't claim Gift Aid on your gifts.

Who we share it with

We never sell your information. We only share it:

- with HMRC, when we claim Gift Aid on your gifts
- with companies that provide services to us, such as our church management software and email service. They can only use it on our instructions
- [with our denomination or diocese, only with your consent]
- if the law requires it, or to protect someone from harm, for example by reporting a safeguarding concern
- with anyone else, only with your consent

Where it's stored

Our records are stored [in the UK]. If a service provider stores information outside the UK, it must protect it in the ways UK law requires.

How long we keep it

We keep information only for as long as we need it. If you leave the church, we keep your record for [2 years] and then delete it, apart from anything the law requires us to keep.

For example, HMRC requires us to keep Gift Aid declarations for 6 years after the end of the accounting period of the last gift claimed. Our data retention policy has the details, and you can ask us for a copy.

Your rights

You have the right to:

- ask for a copy of the information we hold about you
- ask us to correct anything that's wrong
- ask us to delete your information, unless the law requires us to keep it
- ask us to limit how we use it
- object to how we use it, and stop us sending you news and appeals at any time
- ask for information you gave us in a format you can take elsewhere, where this applies
- withdraw any consent you've given, at any time

To use any of these rights, contact us using the details above. We'll reply within one month, and there's normally no charge.

We don't make decisions about you using computers alone.

Complaints

If you're unhappy with how we've used your information, please tell us first using the details above. We'll acknowledge your complaint within 30 days and tell you what we've done about it.

You can also complain to the Information Commissioner's Office (ICO), the UK's data protection regulator. Visit ico.org.uk/make-a-complaint or call 0303 123 1113.

Changes to this notice

We'll update this notice if anything changes. This version is dated [date].