



ALL NATIONS CHURCH DATA PROTECTION TERMS and CONDITIONS (PRIVACY NOTICE)

All Nations Church Charitable Purposes

All Nations Church charitable purposes are for the public benefit and to advance the Christian faith in such parts of Bedford, the United Kingdom, or the World as the trustees may think fit; to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, and the provision of support. Also to further Christian education including children of pre-school age and to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Privacy Notice

Personal information is processed by All Nations Church, Bedford, for All Nations Church charitable purposes, under the following terms and conditions.

Trustees

All Nations church Trustees also known as Directors provide personal contact details as required by Companies House and the Charities Commission, and this information is published on the Companies House and Charity Commission websites. Trustees also provide personal bank account details if they need to claim expenses. This information is kept secure on a database for seven years after resignation or according to HMRC regulations in force.

All Nations Church Staff

Staff employed by All Nations church are required to provide address and contact details, as well as next of kin in case of emergency. Bank sort code and account number, tax code and NI number are also held secure on a database, and kept for seven years after resignation or retirement or according to HMRC regulations in force at the time.

Church Members and Regular Attenders

Name and contact details, including postal address, email address, home and mobile telephone numbers, and date of birth if provided, together with site attended will be recorded on a secure database, together with the signed cards used to provide the data in a secure/locked cabinet. This information will be used by staff employed by All Nations Church and not shared to anyone outside of employed staff without the individual's permission to contact individuals with public information or of legal or legitimate interest. Unless otherwise requested by the named person this information will be retained for as long as the individual is attending All Nations church, and for up to one year afterwards. If you move away or cease involvement with all Nations Church your personal details will be deleted after an appropriate period as soon as practicable normally after six months of inactivity.

Serving Teams

Name and contact details, including some or all of postal address, email address, home and mobile telephone numbers will be processed for all who chose to serve on a ministry or serving team. This information will be used to contact individuals who choose to serve in one or more areas of ministry, and will be shared with the ministry or team leader as well as other team

members serving on the same ministry or rota. Unless otherwise requested by the named person this information will be retained for as long as the individual is attending All Nations church and for up to one year afterwards. If you move away or cease involvement with all Nations Church your personal details will be deleted after an appropriate period as soon as practicable normally after six months of inactivity.

Donations and Gift Aid

On Sundays and when other collections are made envelopes and cash are collected by church ushers and held in the church safe until recorded and the cash is banked. For those who donate using envelopes, contact details and donation amount are recorded. The envelopes marked for gift aid and envelopes from donors who have previously been recorded as giving with gift aid are kept and held in secure storage. All other envelopes are shredded. For those giving by standing order, names and donation amount are stored on the finance database. Information is extracted from the finance database in order to claim Gift Aid, and to provide donors with giving statements on request. Contact information may be used to thank first time givers where appropriate, but for no other purpose. Personal data obtained in this way will not be used to request further donations or to carry out marketing activities. All Nations church GDPR compliance and Gift Aid are noted on the giving envelopes. In order to comply with HMRC requirements personal information is held in secure storage for seven years.

Newcomers

Name and contact details, including postal address, email address, home and mobile telephone numbers, and age group if provided, together with site attended will be recorded on a secure database together with the signed cards used to provide the data. This information will be used in the first instance to contact individuals regarding subjects for which they have requested further information, and will later be used as for regular attenders and members (see above section) if the named person so chooses to remain at All Nations. Unless otherwise requested this information will be retained for as long as the individual is attending All Nations church, and for up to one year afterwards.

Small Groups and Equipping Tracks

For those who have already provided contact information and subsequently sign up for a small group or equipping tracks, the leader will be provided with contact details to enable the activity to take place. Those who have not provided personal data can provide this directly to the activity leader if they wish to receive essential information pertaining to the activity. Small groups and equipping track leaders will not share any information regarding a group member without their permission to do so.

Young Persons Activities

When children are invited to attend mid-week activities without a parental or guardian present, such as but not exclusively Children's Fellowship, and Kids' Club, then consent of a responsible adult is required. In addition to the name of the child or young person any dietary allergy or safeguarding issues may also be recorded, and in order to contact the parent or guardian in case of emergency then the name and contact details of the responsible adult will also be recorded. This information will be retained during the time children are attending regular events, and if children stop attending up to the end of the academic year in which they last attended.

Youth and Children's Events off-site

When young people under the age of 18 years attend an off-site event elsewhere in the country parents or guardians will be asked to complete and sign an application form. This will give opportunity to provide not only contact information in case of emergency, but also details of any allergies or medical conditions to inform the event leadership team for the welfare of the young

person. Contact details will be retained for one year in order to inform potential attendees and parents or guardians regarding details of the next event when released

Pre-School

On registration to All Nations Pre-school detailed personal information is provided by the child's parent or guardian. This will include contact details of the responsible adult for safeguarding purposes, as well as date of birth and national insurance number for funding purposes. Relevant medical and dietary information provided by the parent or guardian will be shared with Pre-school staff for health and safety purposes. Personal data will be retained for up to 2 years after the child has finished at pre-school, accident forms until the child is 18 years, and safeguarding forms for 7 years after the child has left pre-school.

Personal Consultation and Prayer Ministry

When an individual volunteers personal information for the purpose of receiving prayer or other help and support notes may be taken by the interviewer in order to ascertain the correct facts. In these circumstances the interviewer will seek verbal consent to the note taking and will record the consent date at the top of the notes. These will be retained in a secure location for as long as the prayer, help or support continues, or destroyed earlier if requested by the named individual. Otherwise essential notes will be taken unidentified.

Face2Face

The ministry to the homeless is known as Face2Face. Mobile phone numbers where available are kept to enable organisers to contact individuals to invite them to events and activities. These are retained only as long as organisers are in contact with the individual. Where there is sufficient information and a person gives written consent, an individual profile will record the needs of the person and the support provided. The profile will be kept only as long as there is active involvement with the named person.

The Grove Pregnancy Crisis Advice Centre

For those who donate to the Grove, contact details and donation amount are recorded. The envelopes marked for gift aid and envelopes from donors who have previously been recorded as giving with gift aid are kept and held in secure storage. All other envelopes are shredded. For those giving by standing order, names and donation amount are stored on the finance database. Information is extracted from the finance database in order to claim Gift Aid, and to provide donors with giving statements on request. Personal data obtained in this way will not be used to request further donations or to carry out marketing activities. In order to comply with HMRC requirements personal information is held in secure storage for seven years. Personal data relating to the Grove advice and support activities is covered by the Grove Privacy Notice.

Publishing Information on the Church Website

Publishing information on the Church Website via the Internet is publishing it world-wide. In these circumstances individual consent will be the applicable legal basis for processing data. Each person's explicit and informed consent therefore will be sought before publishing personal information on the website. This includes photographs and special care will be taken with photographs especially of children and young people. All Nations church will obtain the consent of a parent or guardian for anyone under the age of 18 years with parental responsibility for the child in question, as well the young person between the ages of 10 and 18 years, before publishing information about children.

Disclosure and Barring Service

All Nations is no longer an Umbrella organisation for DBS however the application date and number is retained secured on the All Nations church server for three years, along with the certificate number only if that has been provided by the applicant.

Weddings

Personal information as required by the General Register Office, HM Passport Office, is collected for marriage registers on application for weddings, in order for a marriage to take place. The information prior to the wedding ceremony is kept in a locked filing cabinet and destroyed immediately after the wedding. Marriage registers are retained permanently in a fireproof safe as required by the General Register Office in order for quarterly returns to be made and evidence of weddings that have occurred.

Compassion Fund

Requests for financial support are considered by Site Managers or Senior Staff and if approved recipients are asked to sign a receipt, which together with the appropriate authorisation is kept secure for 7 years or other period required by HMRC.

Right to View, to Amend, or to be Forgotten

For information lawfully retained on the consent basis you can withdraw your consent at any time, and you have the right to ask to see copies of any personal information held by All Nations Church, and to ask for the details to be updated, changed, or deleted. Unless otherwise requested if you move away or cease involvement with all Nations Church your personal details will be deleted after an appropriate period as soon as practicable normally after six months of inactivity.

Subject Access Requests

As soon as a Subject Access Request is received this will be passed immediately to the Church's Data Protection Officer (or the Lead Elder in their absence). Any legitimate information requested will be provided to the person submitting the request within 28 days.

Data Breaches

In the event of a data breach the Data Protection Officer together with the Administrator and Lead Elder will be notified who will initiate an investigation. If necessary all activity in the area of the breach will be suspended until the investigation has been completed. The person or persons who reported the breach will be notified of the outcome within 28 days.

Review and Audit

An overview review of data protection will be carried out at regular intervals, and a detailed audit will be undertaken of any new areas of activity.

Further Information

If you are unsure or have any queries please speak to the Data Protection Officer or contact:

The Operations Manager, All Nations Church, 79 Brickhill Drive, Bedford MK41 7QF

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Email: office@allnationsbedford.org

Website: www.allnationsbedford.org

Charity number: 1128500

Company number: 6829106

Marianne Bolger

Paul Dowling

Operations Manager

Data Protection Officer