

SECOND CHURCH OF CHRIST, SCIENTIST, BIRMINGHAM

DATA PRIVACY POLICY

Personal data relates to a living individual and can be identified from it (the 'data subject'). The processing of personal data (including use) is governed by a General Data Protection Regulation ("GDPR") which will shortly be incorporated in a new Data Protection Act.

The Second Church of Christ, Scientist, Birmingham has a lawful basis for keeping and using the personal data of its members, as they have shown their consent by affirmative action of joining Second Church of Christ, Scientist, Birmingham and there is a contractual relationship. Holding the personal data of non-members on a mailing list serves the legitimate interests of Second Church of Christ, Scientist, Birmingham in publicising its activities and seeking new members.

The Second Church of Christ, Scientist, Birmingham will therefore continue to hold and use the personal data of all individuals on its mailing list, unless they indicate a wish to be removed from it. It will also hold the personal data of individuals who apply for membership or agree to be on the mailing list in the future.

Personal data of individuals is used -

- to administer membership records
- to maintain financial records (including the processing of gift aid applications)
- to inform people of events and activities of Second Church of Christ, Scientist, Birmingham and news of related activities in the Birmingham and Midlands area
- generally to promote the interests of Second Church of Christ, Scientist, Birmingham

Second Church of Christ, Scientist, Birmingham complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

All personal data will be treated as strictly confidential and will only be shared with other members of Second Church of Christ, Scientist, Birmingham in order to carry out a service to other members or for purposes connected with its activities. It will not be shared with third parties except with the data subject's consent; it will not be sold, and it will not be used for marketing.

Membership and mailing list data will be retained while it is still current; gift aid declarations and associated paperwork will be retained for seven years after the tax year to which they relate. Other financial records will be retained for six years after the transaction they relate to.

If Second Church of Christ, Scientist, Birmingham wishes to use personal data for a purpose not covered by this Data Privacy Policy, a new notice will be issued explaining the use, setting out the purpose and processing conditions and seeking the data subject's consent.

Data subjects have the right -

- to request a copy of any personal data which Second Church of Christ, Scientist, Birmingham holds about them;
- to request Second Church of Christ, Scientist, Birmingham to correct any personal data that is inaccurate or out of date;
- to request that personal data be erased if it is no longer necessary for Second Church of Christ, Scientist, Birmingham to retain it;
- to withdraw consent to the processing at any time;

The data controller is the Executive Board of Second Church of Christ, Scientist, Birmingham.

This policy will be reviewed every two years.

Adopted by the Executive Board.

24th May 2018

Clerk: Mrs Gillian Longhurst

Chair of the Executive Board: Mrs Barbara Weatherhogg