



DATA PRIVACY STATEMENT

Evangelical Presbyterian Church

1. Purpose of this Privacy Notice

This Privacy Notice covers the various unincorporated Committees of the Presbytery of the Evangelical Presbyterian Church (now known as EPC) which is registered as a charity with the Charity Commission for Northern Ireland (NIC104483). The Church recognises the importance of your privacy and this Notice sets out the way in which we will use, disclose and protect your personal information.

2. Your personal data – what is it?

Personal data is any information relating to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

3. Who are we?

The EPC is the data controller (contact details at the end of this notice). This means that we decide how your personal data is processed and for what purposes. EPC may change this policy from time to time and any such changes will be published on our website. Notwithstanding any change to this policy, we will continue to process your personal data in accordance with your rights and our obligations in law.

4. How do we process your personal data?

We collect data necessary for the EPC to pursue its stated charitable objective of the advancement of religion.

In furtherance of this we will use your personal data for one or more of the following purposes depending on the way in which you are connected to, engage with, or avail of services provided by the Church:

- To run the central administration of the Church including its Committees.;
- To liaise with and support EPC congregations; including maintaining records of ministers, clerks of session, treasurers and other officials.
- To maintain contact details for officials in groups that are part of the EPC, other denominations and partner churches ;
- To provide pastoral care;
- To provide loan and grant funding for congregational projects;
- To provide information about news, events, prayer request and activities within the Church including the distribution of publications, mailings and newsletters, etc.;
- For administration and related purposes for those who have subscribed to church publications and social media;
- To recruit and appoint volunteers to posts within the EPC;
- To provide safeguarding services to the Church and its congregations;

- For the purpose of conference management;
- For the purpose of responding to queries about Constitutional, Discipline and Practice of the EPC;
- To manage properties owned or occupied by the EPC;
- To manage recruitment processes and train, support, administer personnel procedures and provide a central payroll in respect of employees;
- To manage the central finances of the Church including the payment of expenses/invoices, the payment of wages/salaries and the recording of income including related gift aid administration.
- For the purposes of administering the candidate process and training of students for the ministry and for the education and training of other students, elders and those attending courses provided by the Church;
- Archiving for research and historical purposes;
- For the fulfilment of contractual, regulatory compliance and legal obligations
- To respond to general enquiries;

Data collected and processed may include, but not be limited to:

- name and title;
- contact information including email address;
- demographic information such as postcode, preferences and interests;
- Sensitive data* may be collected where necessary for safeguarding purposes, or upon application to become a minister or to hold an office in the Presbyterian Church, or for employment purposes, or where required by law.

5. What is the legal basis for processing your personal data?

Organisations are permitted to process data if they have a legal basis for doing so. The EPC processes data on the basis that:

- Processing is necessary for the purposes of the legitimate interests pursued by EPC or a third party except where such interests are overridden by the interests, rights or freedoms of the data subject; and/or
- Express and informed consent has been given by the person whose data is being processed; and/or
- It is necessary in relation to a contract or agreement which the person has entered into or because the person has asked for something to be done so they can enter into a contract or agreement; and/or
- There is a legal obligation on the EPC to process data; and/or
- Processing is necessary to protect the vital interests of a data subject or another person.

Where we process special category sensitive data (under Article 9 of the GDPR) we process data on the basis that:

- Explicit consent has been given by the person whose data is being processed; and/or
- It is necessary for the EPC to carrying out its obligations under employment, social security or social protection law, or a collective agreement; and/or
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent; and/or
- The EPC is a not-for-profit membership organisation with a religious aim and the processing relates only to members or former members or those who have regular contact with it in connection with its purposes, and no disclosure is made to a third party without consent of the person whose data is being processed; and/or
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

6. Data Integrity and Security

We comply with our obligations under data protection regulations 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.

7. Sharing your personal data

Your data will not be shared outside of the EPC, except where required to do so by law, or with trusted third parties (mailing, cloud storage, printing etc.), and only once satisfied that any such use of data will accord with this policy. Explicit, informed consent will be sought from individuals whenever and wherever required in accordance with data protection legislation.

8. How long do we keep your personal data?

The EPC will only retain your personal data for as long as it is legitimately required to fulfil the purpose or purposes for which it is required. This will include compliance with statutory retention periods. Our aim is based on the following:

Record Type	Retention Period¹
Membership rolls	Indefinitely
Members, adherents and friends' names or contact details	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	Indefinitely
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is gathered eg Church Conferences	Disposed of immediately after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	Indefinitely – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
<i>Accident Books</i>	Indefinitely
Complaints (non -safeguarding)	Indefinitely
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records	6 years after the date of termination of employment
Other Record	

We will regularly review the data we hold and securely delete or destroy any personal data that

¹ Retention periods shown are for illustration only. The Church must determine its own retention periods to meet its own need and statutory compliance.

is no longer necessary for processing.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which EPC hold about you;
- The right to request that EPC correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for EPC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that EPC provide you with your personal data and, where possible, to transmit that data directly to another data controller
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioner's Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:
Clerk of Presbytery c/o 20 Mount Aboo Park, Belfast, BT10 ***

Their contact details are:

The Information Commissioners Office
Belfast

12. Unincorporated Committees of the Presbytery of the Evangelical Presbyterian Church

Presbytery Arrangements Committee

Finance

Training Of Ministry and Admissions

Church Development Committee

International Missions

Public Morals

Other committees / commissions associated with Presbytery:

Youth Committee

Protection Of Children & Vulnerable Adults