



Privacy Policy

1. In order to keep in contact with those who attend Colwall Community Church (CoCoChu), our donors and other people who use our buildings or services, we need to keep a limited amount of personal information. Any such information will be kept safely in locked filing cabinets or similar location or digitally in which case it will be password protected. Data which is kept digitally will be stored on local devices or, as far as is reasonably feasible, on platforms based inside the European Economic Area (EEA).

2. The information we hold will be used by people within CoCoChu to keep interested parties informed, to decide on priorities and to maintain a safe environment for children and vulnerable adults in particular. Within the church each item of information is only made available to those who need it to carry out their duties safely and effectively.

We also have some legal obligations which require us to pass on certain information to other authorities. Financial information will, where legally necessary or required for proper management, be passed to our payroll service, bank, auditor and/or government departments such as Her Majesty's Revenue and Customs (HMRC) the tax authority.

3. We need to hold some information, which the Data Protection Act defines as sensitive, for safeguarding children and vulnerable adults. Disclosure and Barring Service (DBS) checks are held securely on line by the Churches' Child Protection Advisory Service (CCPAS) acting on our behalf. In CoCoChu we also hold certain other sensitive data (e.g. medical notes) which is only available to adult leaders of the groups concerned.

If the information we hold is in connection with a contract of employment or provision of a service we use it only in that connection. However we may be unable to continue that contract if any legally required information is withheld.

None of the information we hold will be passed to third parties without express permission or instruction.

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Privacy Policy Continued

4. We shall review all the information regularly to check whether it is still required. Financial information has to be retained for 6 UK financial years following the UK financial year to which it applies. All other information will be reviewed at least every 3 years and securely destroyed if no longer needed.

All persons whose data we hold have the right to access their information at any time. This right of access is to enable them to correct the information or to request us to delete it. They may also object to us using it in all or some ways and they are entitled to ask us to pass it on to someone else.

5. The Trustees of CoCoChu are the 'Data Controller' which is the name given in the regulations to the group responsible for all the information held and for keeping it safe. The Trustees also determine who may have access to it. This list is kept to the minimum necessary to fulfil our duties and responsibilities effectively. If anyone has any concern about who specifically has access to any of their data we are able to supply that information.

6. If an individual wishes to update or confirm the accuracy of the information we hold they should contact the Church Office. However, if they believe that someone may have had unauthorised access to their data they may also wish to contact our Data Protection Officer who is currently Claire Dobson by sending an email to office@colwallcommunitychurch.com or by telephone to 01684 541872.

7. Our consent form asks those attending CoCoChu to give general permission for photographs to be held for use on our website or in the newsletter. Such photographs would not be published more widely without further consultation. Any complaints concerning our handling of personal data should be submitted to the Chair of Trustees in the first instance. He can be contacted by sending an email to jonlloydbc@gmail.com

Complaints can also be referred to the Information Control Office (ICO) on 0303 123 1113 or via secure email at <https://ico.uk/global/contactus/email> or by writing to: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF