

## **Data & privacy statement – Mansfield Vineyard**

**Version 1.0 21 May 2018**

### **What is personal data?**

Personal data is information about a living individual from which that person can be identified. That data can exist in a variety of formats, for example on a computer or in a paper filing system. At Mansfield Vineyard, we normally collect information through asking people to fill in Connect Cards, sign up to church events, or register their details on ChurchSuite.

### **Why do you collect data?**

We request information from you for a number of reasons. Mostly it's to help both you and us 'do church' together more easily. This includes things such as getting in touch with you about church services; small groups; and other events or activities which we do that we think you might be interested in.

On other occasions, it's to help us do those things better – we might ask for information about your kids to help us care for them better in their groups on Sundays, for example, or want to know if you're a student so we include you in our plans there. We may ask for contact details in case something comes up that we need to get in touch with you about quickly. If you incur expenses on behalf of the church, we need your bank details so we can pay you back. We will also know that you're a UK taxpayer if you ask us to Gift Aid your donations (a good thing, as it lets the church collect an extra 25% from the Government on your giving!).

Lastly, it lets us keep an eye on the overall health of the church as a whole and helps us to plan for the future more easily. So, we may request and collect information which lets us see how large the church is; how many people are going to small groups or giving financially; or where people live or how old they are to help us understand what our church family looks like.

It's completely up to you whether you want to give us any data about yourself!

### **Why are you telling me this?**

Mansfield Vineyard is a registered charity, and we both hold and process data about people who are part of our church. This means we are considered to be a 'data processor' and have to comply with relevant laws around data protection (the Data Protection Act). The law sets out a number of ways in which we should hold and process data. For more information, please see our Data Protection Policy and Data Retention Policy.

### **So how do you use my personal data?**

We will only use personal data you have provided us for the purposes for which you provided it. We will not use it for any other purpose without your consent.

If you fill in a 'Connect Card', or register your details directly on ChurchSuite, we consider this a permission to use your data to help us in the course of general church activities. Practically speaking, this means we can contact you about church events or activities, use your data to monitor the church's health more generally (through collecting data on attendance at church events, our demographics, financial giving etc) and to help us get in touch with you directly should it ever be needed.

Where you sign up for specific events, we will use the data you provided to contact you about those specific events.

### **We don't sell or share your personal information**

We value your privacy, and under no circumstances will we sell or receive payment for licensing or disclosing your personal data.

We will also not disclose your personal data to any third parties without your express consent, except where we are required by law, or where it is necessary to protect the personal safety or welfare of another person. One further exception is if you sign up to conferences or events through the church which are provided by another organisation to whom we need to give your details to enable booking or registration.

### **How long do you keep data?**

We will keep your personal data only as long as necessary for its purposes as described. Please bear in mind that even if you leave Mansfield Vineyard we may still have to retain some data for particular periods (for more information please see our Data Retention Policy).

### **How do you keep my personal data secure?**

We take all reasonable steps to keep the personal data that we hold secure. Access to personal data is restricted to members of a small group of authorised staff and leaders at Mansfield Vineyard, and our information systems are protected by IT access and other controls. You can read more about how your data is kept secure on ChurchSuite here (<https://churchsuite.com/privacy-policy>).

Any confidential physical files relating to matters such as pastoral care and counselling are kept securely by the relevant staff member or counsellor and are only shared with other leaders or staff members on a “need to know” basis.

### **You have a right to know the data we keep about you**

You have a legal right to know what data we hold about you because, fundamentally, it is **your** data.

If you want to know what (if any) other data we hold, you can ask by emailing [tim@mansfieldvineyard.org](mailto:tim@mansfieldvineyard.org) or by writing to us at Mansfield Vineyard, 32 Little Carter Lane, Mansfield, NG18 3AB.

These requests **must** be in writing and may take up to 40 days to respond to. Whilst we will try to respond swiftly and in full, legislation also allows Mansfield Vineyard to not provide complete responses to requests which would require ‘disproportionate effort’ to respond to – so please bear this in mind when discussing your request with us.

### **Changing and deleting the data we have about you.**

We try to keep any data we hold up-to-date, but sometimes we will need your help for this. If your details change, you move on from Mansfield Vineyard, or you want any part of your data deleted, it would be great if you could let us know. You can review and amend your personal details by emailing [tim@mansfieldvineyard.org](mailto:tim@mansfieldvineyard.org) or by writing to us Mansfield Vineyard, 32 Little Carter Lane, Mansfield, NG18 3AB with your request. Please note we will take all reasonable steps to delete data where requested unless we need to keep it for legal reasons.

### **What if I want to make a complaint?**

Whilst we would hope to resolve any requests to your satisfaction, if you are unhappy with the way we have acted or you have been treated, you have the right to lodge a complaint with the Information Commissioners Office in relation to the personal data we hold about you.

### **Anything else?**

For further information on how we use your data, please see our Data Protection Policy and Data Retention Policy, or get in touch with us by emailing [tim@mansfieldvineyard.org](mailto:tim@mansfieldvineyard.org) or by writing to us at Mansfield Vineyard, 32 Little Carter Lane, Mansfield, NG18 3AB.

Please note that data collected or handled in respect of all groups, activities, events and ministry areas (such as camps, Alpha etc.) which are run by Mansfield Vineyard, rather than a 3<sup>rd</sup> party, fall under the scope of our policies. Any requests you have in respect of your data regarding those areas should be addressed to Mansfield Vineyard.