



HIGH CROSS CHURCH
FOR GOD | FOR WORSHIP | FOR YOU

High Cross Church, Knoll Road, Camberley GU15 3SY
01276 66798
Highcross.office@gmail.com

OUR COMMITMENT

High Cross will respect the rights and privacy of you our supporter, and will never put pressure on you to make gifts. Your privacy is important to us and we undertake to protect and keep your data safe at all times.

We will only contact you if we have been given your permission using our opt-in form.

We will only contact you by those means that you have agreed to.

Your permissions can be changed at any time by contacting the Church Office at the address above- by telephone, post, or online at highcross.office@gmail.com

If you wish us to remove your details from our records then you may also do that at any time by contacting the office in the same way as above.

We may retain details of your name, address, telephone number and email in various data basis, used to enable us to make contact, act as a volunteer, record you on your rota sheets, receive pastoral support, and where applicable for the recording of your gifts and donations.

We promise to take great care of your details and not to pass them on to any unrelated third parties or other charities and organisations.

OUR PRIVACY POLICY

This privacy policy provides information about the personal information that High Cross collects about you whether online, via phone, mobile, email, letter or other correspondence and your rights. It refers to information collected from our supporters which include our church Members, adherents, donors, fundraisers and volunteers, plus any advocates and individuals who support the charitable aims of the church.

By providing us with your personal information you will be agreeing to your information being used in the ways described in this notice.

Collecting personal Information

- Personal information is information that can be used to identify you or is about you. High Cross may request from you and process the following Personal Information :-
Name, Postal address, Telephone number, Mobile number, Email address, Bank Account, Whether you are a UK tax payer
- In some cases we may obtain additional information e.g. medication, emergency contact details, date of birth, photos
- High Cross may collect personal information about you when you ask about our activities, make a donation to us, register for an event, engage with our social media, or otherwise give us personal information.

Processing of Personal Information

High Cross will only process Personal Information:

- To process any donation(s) we receive from you.

- For administration purposes - e.g. to contact you about an event you have registered for or about a donation you have made.
- To provide you with any specific information you have requested.
- To send you regular communications which you have requested and or agreed to.
- To invite you to participate in church and community activities
- To analyse and improve the pastoral and administrative services we offer.
- Where it is required or authorised by law - e.g. the financial conduct authority (FCA) require us to keep financial transaction information for 7 years.

The Legal Basis for this processing is that you have completed a form to opt-in to communications (see below). You may change your preferences, opt-out, at any time.

Securing your information

High Cross takes its duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, this includes precautions to prevent the loss, misuse or alteration of your personal information. MHA uses computer systems and physical security to ensure that access to your personal information is only allowed on a need to know basis.

DATA PROTECTION POLICY

Objective To provide underlying principles and specific procedures regarding the processing and protection of personal data and sensitive personal data contained within High Cross paper and computerised records. It is aimed at ensuring compliance with the Data Protection Act 1998 and our Values. **Scope** All members of staff, agency staff and any volunteers, or contracted service providers.

THE DATA PROTECTION ACT

The Data Protection Act 1998 ('the DPA') provides a framework that governs the 'processing' of personal data, i.e. information that identifies living individuals. 'Processing' includes holding, obtaining, recording, using, and disclosing information. The DPA applies to all forms of media, including paper and images. The Data Protection Act covers information which is held in a 'relevant filing system', in such a way that information relating to a living individual may be identified with relative ease. It should not be confused with:

- Requests for access to records relating to someone who has died.
- General information held by High Cross.
- The Freedom of Information Act 2000, which only applies to public bodies.

The DPA imposes constraints on the 'processing' of personal information, in relation to living individuals. It identifies data protection principles that set out standards for information handling. High Cross will comply with those data protection principles, which require that personal data should be: fairly and lawfully processed; processed for specified purposes; processed in a way that is relevant; not excessive; accurate and kept up to date; kept no longer than necessary; processed in accordance with people's data protection rights; kept safe and secure.

The DPA gives rights to individuals in respect of the personal data that organisations hold about them. High Cross will ensure that personal data shall be processed in accordance with those rights High Cross will cooperate with individuals seeking to exercise their rights as fully as possible.

An individual is entitled to:

- A right of access to a copy of the information comprised in the personal data
- A right to object to processing which is likely to cause the individual damage or distress.
- A right to prevent processing for direct marketing.
- A right to have inaccurate personal data rectified, blocked, erased or destroyed;
- A right to claim compensation for damages caused by a breach of the DPA.

The DPA requires that – information is kept safe and secure.

High Cross will take 'appropriate technical and organisational measures' to prevent the unauthorised or unlawful processing or disclosure of personal data. The measures we will take to protect against the loss of personal information will include:

- Need-to-know only access to paper and electronic files, with Password protection, Back-ups etc.

- Premises are secure, with Personal data locked away. Callers identified before disclosing any personal data. Computers are turned off when not in use.
- Volunteer Vetting, Training and supervision with appropriate management systems. Staff have to ensure security measures appropriate for the types of data they are processing are carried out, and ensure that records are disposed of securely and according to the timings stipulated. Confidential paper records must be shredded or disposed of using a specialist confidential waste contractor using sealed bags.

The DPA contains the 'subject access right' (SAR). It is most often used by individuals who want to see a copy of the information an organisation holds about them. The SAR entitles the individual to make a request to be granted access to, and be provided with a copy of, any personal data that High Cross holds about him or her. This includes a right to be provided with information about the purposes for which High Cross processes the personal data, the source of the data, and the logic behind any automated decision making processes. High Cross does not charge a fee for a visual inspection, but may charge £10 for electronic or paper output. On receipt of a request High Cross may seek to clarify the exact purpose so that it can target the most relevant data sources efficiently. High Cross aims to respond to subject access requests promptly and within 40 calendar days of receiving the request and cleared payment, where required. Individuals are only entitled to access their own personal information. High Cross may need to ask the person making the request to provide evidence that they are the individual to whom the personal data relates.