

THE VINE MAIDSTONE
DATA PROTECTION PRIVACY POLICY: MAY 2017

This privacy policy covers the way in which the Vine Maidstone will collect, use and disclose personal information that elders, trustees/directors, fellowship members, employees, volunteers, donors and other people associated with us may provide.

The Vine Maidstone recognises the importance of privacy and security of personal information and this policy outlines the way in which information is collected and handled. The Vine Maidstone is registered with the Information Commissioner's Office (ICO) and strives to comply fully with data protection law applying in England and Wales.

Why the Vine retains personal data

- Personal data, which is supplied to the Vine in writing or electronically by individuals, is retained for the purpose of communicating to and within the fellowship of the Vine Maidstone.
- Personal data is also retained where there is a need to do so for law or regulatory reasons or where there is need to process donations (e.g. gift aid claims) or payments.
- Where there are other reasons to retain personal data, people will be informed and further consent will be sought.

What personal data is kept by the Vine

- Personal information includes any information that identifies an individual, such as name, address, e-mail address or telephone/mobile number.
- If information in addition to this is retained, the purpose will be made clear and prior consent will be sought unless the purposes are a requirement of legislation or regulation (e.g. employment, payroll, safeguarding) or to process individual donations to the Vine.

Where the personal data is stored

- Personal data is stored electronically principally using ChurchSuite (a UK cloud hosted, web-based church management system). The system is administered by approved Vine administrators.
- Personal data stored other than using ChurchSuite is in paper (locked filing) or electronic (password protected laptops, PCs and software) form. Such data is only accessible to those approved by the Vine Maidstone.

How the personal data is used

- Personal data is used to administer the Vine Maidstone and to communicate within the fellowship.
- Basic information on ChurchSuite will be shared within the fellowship to facilitate communication between people and groups.
- Information will not be forwarded outside the Vine unless there is a requirement by law, regulation or public duty, or unless there is prior consent.
- Every reasonable effort will be made to ensure that personal data is up-to-date and accurate.

How long personal data will be retained

- Personal data will be retained by the Vine Maidstone for up to twelve months after a person has ceased to be a regular member of the church fellowship or for whatever period is dictated by law or regulation (where applicable).

Your rights

- Acceptance of the privacy statement indicates consent for the Vine to retain information as specified.
- Any individual has the right to request what information is stored about them at the Vine Maidstone. Requests should be addressed in writing to the data protection officer, via the church office or via the e-mail address listed below. Responses will be consistent with ICO guidelines.
- Any individual has a right to refuse consent for their information to be retained by the Vine, unless such storage is required by law or regulation.