

DATA PRIVACY NOTICE

Warminster Street Pastors (Including Prayer Pastors)

1. Personal data

Personal data relates 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').

2. Data Controller

Warminster Street Pastors, through the Management Committee, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Management Committee of Warminster Street Pastors comply with its obligations under the "GDPR" 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.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about Street Pastor and Prayer Pastor Rotas, events, activities;
- to fundraise and promote the interests of Warminster Street Pastors;
- to help Street Pastors and Prayer Pastors to exchange duties when necessary;
- to enable Warminster Street Pastors to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of Trustees and others with specific responsibilities to the Charities Commission and HMRC.

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

- Processing is carried out by Warminster Street Pastors, provided:
 1. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 2. there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Warminster Street Pastors in order to carry out a service to the town or for purposes connected with Warminster Street Pastors. We will never share your data with third parties without your consent.

6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

7. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Street Pastor and Prayer Pastor Membership rolls	Indefinitely
Records of Street Pastor and Prayer Pastor rotas.	Indefinitely for safeguarding purposes
Personal data relating to specific events	Will be disposed of after the event
Management Committee meeting records	Indefinitely
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Gift aid declarations and paperwork	7 years after the calendar year to which it relates
Any other records	As appropriate to the record, or current laws.

8. 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 the personal data which Warminster Street Pastors holds about you;
- The right to request that Warminster Street Pastors corrects 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 Warminster Street Pastors to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller 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 Commissioners Office.

9. Contact Details

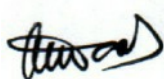
To exercise all relevant rights, queries of complaints please in the first instance contact the Warminster Street Pastors Secretary, via email at warminster@streetpastors.org.uk.

You can contact the Information Commissioners Office on 0303 123 1113

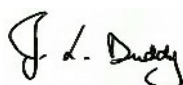
or via email at <https://ico.org.uk/global/contact-us/email> or write to:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Signed on ...24 May 2018 .. (Date):



Data Manager
Stephen Wood



Data Recorder
Judith Duddy

This is a copy of the Privacy Consent form we need you to sign.
For Warminster Street Pastors to comply with GDPR.

Warminster Street Pastors - Personal Data Consent Form

The Management Committee of Warminster Street Pastors require your express permission to collect and process data in accordance with our Data Privacy Statement which you have seen.

The data we will be collecting and processing.	Name, address, telephone numbers, email address.
Additional data we may add to your record	Significant dates such as Date of joining Warminster Street Pastors, dates of Street Pastor Training Courses. Qualifications or other courses completed.
The reason we are collecting it.	To be able to contact you as a member Warminster Street Pastors or Prayer Pastors about Rotas, prayer requests etc. For financial and Gift Aid records.
Where and how the data will be held?	The data will be held securely on the computers of The Management Committee.. Wherever possible, hard copy will be scanned and held electronically, the original will be destroyed.
Who will control the input and security of data?	Stephen Wood is the Data Manager. Judith Duddy is the Data Recorder.

Please indicate your consent to Warminster Street Pastors processing this data by signing and dating below.
By signing, you are also stating that you have read the Privacy Notice we provided.
We will retain this form as evidence of your agreement to the processing of the data until such time as the data is destroyed. You may withdraw your consent at any time in writing.

I, _____ (full name)
consent to the processing of my personal data in accordance with the details above.

Signature _____ Date _____

