

protecting your information

....data security and the permissions we need from you to hold it.

The Data Protection Act 1998

This leaflet explains how we are complying with the requirements of the Data Protection Act 1998. It also allows you to give permission for us to hold a variety of data on you. It also tells you how you can obtain details of the information that we hold on you, and explains why we hold it

The **Data Protection Act 1998** is designed to protect personal data about living individuals ('Data Subjects'). This means that any person or organisation who handles personal data must comply with the requirements of the Act. Such a person or organisation is called a 'Data Controller'

What is personal data?

Personal data is information about a living individual from which that person can be identified. That information can exist in a variety of formats, for example on a computer or in a paper filing system

What principles apply to the collection of personal data?

There are eight governing principles that must be followed in relation to the processing of data about individuals

- 1) We must process data fairly and lawfully
- 2) We must collect and process data for only one or more specified purposes. In essence, we must not collect data for one reason and then use it for something else
- 3) The data we hold must be adequate for its purpose or purposes but not excessive or irrelevant
- 4) Any data we hold must be accurate and, where necessary, kept up-to-date
- 5) We must not keep data for longer than necessary
- 6) We must process data in accordance with the rights of the Data Subject under the Act
- 7) We must ensure data is kept securely and we must guard against its accidental loss
- 8) We must not transfer personal data outside the European Economic Area unless the country receiving it has an adequate level of protection for the rights and freedoms of data subjects

Data Protection and The Winchester Vineyard

How we use your data

All personal data provided by you is treated strictly in accordance with the terms of the Data Protection Act. This means that confidentiality will be protected and that appropriate security measures are taken to prevent unauthorised disclosure

Why does Winchester Vineyard hold data about people?

We need to collect data for a variety of reasons, including for basic functions such as being able to contact you.

Holding your contact details also enables us to produce the Church Contact List. Only people who have agreed to be listed in this list will be allowed a copy

We need to know which areas of church life you are involved in so that we can produce rotas and ensure ministry areas function effectively. Knowing your occupation helps us to identify people with specific skill sets when setting up new projects etc. Knowing which small group you are in enables us to respond more effectively to you in a crisis

There are legal reasons, such as having to hold details of all donations made through the Gift Aid scheme in order to comply with the Inland Revenue regulations. We also find it helpful to be able to monitor trends in attendance at things such as courses to help us be more responsive to the needs of the church

Winchester Vineyard will not disclose your personal data to any third parties without your express consent, except where Winchester Vineyard is required by law to do so. Winchester Vineyard will retain your personal data only as long as is necessary for its purposes as described

Please note that even if you leave Winchester Vineyard we may still be required to retain some of your personal data to satisfy our obligations to keep certain records for particular periods under applicable law – this may be to do with being able to account for monies being exchanged of any amount, large or small, or to do with being able to invite you to future events if we understand this is what you would like to happen

Data Access Requests - finding out what data Winchester Vineyard holds - you have the right:

- a) to be told whether we are processing information about you
- b) to be provided with a description of the data, why we are processing it and the sorts of people or organisations we might disclose the information to
- c) to be provided with a copy of the data in an intelligible and permanent form
- d) to be told, if we know, where the information was obtained from

How do I obtain this information about me?

You can make ask a staff member or request more formally in writing. We will take prudent and reasonable steps to ensure that **we are giving information to the right person – this may include I.D.**

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What can I do if I think that the information you hold is incorrect?

Write to the Office Manager (Mike Morell) explaining what you think is wrong and ask for the data to be corrected. We must tell you what we have done within 21 days. If we do not agree that the data is incorrect then you can ask us to record that disagreement for future reference - or you can take the matter up with the Information Commissioners on:

www.informationcommissioner.gov.uk

Summary:

- Winchester Vineyard will create and retain computer and paper records on me whilst I am a member of the church.
- Winchester Vineyard will create and retain computer and paper records on my children (if applicable) and their allergy/dietary/care needs whilst they are members of the church
- These records will be processed in order to facilitate the workings of the church and will be held in compliance with the principles of the **Data Protection Act 1998 and subsequent legislation and EU law.**