



## DATA PRIVACY STATEMENT

### Christ Church United Reformed Church, Henley-on-Thames

#### 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

The eldership (serving elders) of Christ Church (URC) Henley-on-Thames 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 eldership of Christ Church (URC) Henley-on-Thames complies 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 and records of hirers and suppliers;
- to maintain our financial accounts and records (including the processing of gift aid, and providing services and processing room bookings and invoices and payments and receipts in relation to the community centre linked to the church);
- to provide news and information about events, activities and services at the church and centre;
- to fundraise and promote the interests of the church and centre;
- to manage employees and volunteers;
- to enable the church and centre to provide voluntary services or services for a nominal fee or rooms for hire for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church.

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

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- 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 for carrying out obligations under financial reporting or taxation law; or
- Explicit consent of the data subject has been given; or
- Processing is necessary under contract or as a legitimate interest to provide services to hirers of rooms and equipment in the church and community centre.

## 5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

## 6. How long do we keep data?

We retain data on the following basis:

<b>Record Type</b>	<b>Retention Period</b>	<b>Responsible Party</b>
Membership rolls	Indefinitely	Church secretary
Members, adherents and friends contact details	24 months after the last contact	Church secretary
Junior Church roll	until the child/young adult reaches the age of 18	Junior church leader
Junior Church contacts	24 months after the last contact	Junior church leader
Gift aid declarations and paperwork	6 years after the calendar year to which it relates	Gift aid secretary
Registers of Marriage	As required by the Registrar General	Minister/ elders
Register of Baptisms	Indefinitely	Minister/ elders
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed up to 3 months after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period such as consent to retain details for notice of future events (max 24 months)	Event organiser
Records of attendance of children/young people/ vulnerable adults and helpers	Indefinitely for safeguarding purposes	Children's leader/ Activity leader
Photographs and videos of events	6 months after the event – selected items retained for historical records	Event organiser
Insurance Records	Indefinitely	Finance & Fabric Committee
Safeguarding matters	Indefinitely or until advised otherwise by authorities	Safeguarding officer
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 18)	Centre Manager
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)	Centre Manager
Minute Books (church meetings, elders' meetings, Finance & Fabric Committee, Centre Management Committee)	Indefinitely	Church secretary
Employee Records	6 years after the date of termination of employment	Centre Management Committee
Pension Records (money	6 years after transfer or value taken	NEST

purchase)		
Expenseplus accounting records	6 years after the financial year in which the transactions occurred	Finance & Fabric Committee
Centre booking records	24 months after the related event occurred	Centre Manager

## 7. 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 Christ Church (URC) Henley-on-Thames holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Christ Church (URC) Henley-on-Thames 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 Christ Church (URC) Henley-on-Thames 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.

## 8. 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.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Secretary at [murielquinsac@outlook.com](mailto:murielquinsac@outlook.com).

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Elders  
Christ Church (URC) Henley-on-Thames  
1 June 2026