



DATA PROTECTION PRIVACY NOTICE

ELDER YARD UNITARIAN CHAPEL, CHESTERFIELD, DERBYSHIRE

1. Your personal data – what is it?

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. Who are we?

Elder Yard Unitarian Chapel 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?

Elder Yard Unitarian Chapel 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 your personal data for the following purposes: -

- To administer membership records which will include a record of members who have given consent for their photograph to appear in our Newsletter, on our Facebook page and Website;
- To administer membership gift aid records;
- To administer a record of Wedding bookings on Elder Yard Unitarian Chapel booking forms;

- It is a legal requirement for Elder Yard Unitarian Chapel to certify, in our Marriage Registers, the details of the marriage which has taken place;
- It is a legal requirement for Elder Yard Unitarian Chapel, on a quarterly basis each year, to notify and send to Chesterfield Registry Office a copy of the Marriage Register which details the information of the wedding which has taken place;
- To administer a record of Christening bookings on Elder Yard Unitarian Chapel booking forms;
- To administer a record of the Christening which has taken place in the Christening book at Elder Yard Unitarian Chapel; and
- To inform you of news, events, activities and services running at Elder Yard Chapel.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.
- Processing is carried out by a not-for-profit body with no 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);
 - the processing also relates to those who have given consent at the time of booking weddings or christenings; and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

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

6. How long do we keep your personal data?

We keep associated paperwork for up to 6 years after the calendar year to which they relate; and registers for christenings, marriages, funerals permanently.

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 your personal data which Elder Yard Unitarian Chapel holds about you;
- The right to request that Elder Yard Unitarian Chapel 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 Elder Yard Unitarian Chapel to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 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. DBS Certificates

It is a legal requirement for Elder Yard Unitarian Chapel to ensure that they have up to date DBS Certificates and Self Declaration Forms for positions requiring a disclosure. The records will be kept in line with safeguarding requirements and procedures.

10. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Elder Yard Unitarian Chapel Secretary, on 01246 554506 or by e-mail: tillypretoria2@btinternet.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.

Dated this 21st day of May 2018