



## DATA PROTECTION DOCUMENT

## DATA PROTECTION PRIVACY STATEMENT

GDPR/Document/0002/02

The Church in Great Notley, Bridge End Lane, Great Notley,  
Braintree Essex CM77 7GN

## DATA PROTECTION PRIVACY STATEMENT

Document Title	DATA PROTECTION PRIVACY STATEMENT
Document Number	GDPR/Document/0002/02
Document Author	Pauline Banks
Credit for material sources	The United Reformed Church GDPR website of online sample documents for adaptation for local use (Data Privacy Statement v2 2023)
Reviewed January 2026	Lisa Scott and Eric Smart
Document Owner	The Church in Great Notley Church Council
Document Approved	Yes
Name of approvers	The Church Council of The Church in Great Notley
Date of approval	10 February 2026
Review Date	10 February 2030

### Revision History

Version Number	Revision date	Previous revision date	Summary of changes
02	February 2026	N/A	No change

## **The Church in Great Notley**

### **DATA PRIVACY STATEMENT**

#### **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 Church Council of The Church in Great Notley 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 Church Council of The Church in Great Notley complies with its obligations under the General Data Protection Regulation (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 events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities to external agencies in order to meet legislative and compliance requests.

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

- Processing is carried out in accordance with The Church in Great Notley Data Protection Policy which is available from the Church office
  - 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
- 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 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>
Membership rolls	Indefinitely
Members contact details	6 months after the last contact
Gift aid declarations and paperwork	6 years after the last payment was made
All Financial records	6 years from the end of the financial year the record relates to
Church Annual Accounts and Reports	10 years
Payroll records and HMRC correspondence	6 years from the end of the financial year the record relates to
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is collected	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Refer to Safeguarding policy available in The Church in Great Notley Church Office
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities Refer to Safeguarding policy available in The Church in Great Notley Church Office
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 21)
Complaints (non - safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minutes of meetings etc.	5 years
Employee Records	6 years after the date of termination of employment
Other Records	As may be required for compliance

## **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 The Church in Great Notley holds about you (a Subject Access Request or 'SAR');
- The right to request that the Church Council of The Church in Great Notley 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 The Church in Great Notley 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 Council at The Church in Great Notley Bridge End Lane Great Notley CM77 7GN

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 Church Council  
The Church in Great Notley  
Bridge End Lane  
Great Notley  
Braintree  
Essex  
CM77 7GN