

## **CAMBRIDGE PRESBYTERIAN CHURCH PRIVACY NOTICE**

Cambridge Presbyterian Church complies with its obligations under the General Data Protection Regulation (GDPR) in the way in which we collect, process and store personal data.

We use personal data to:

- provide pastoral care, support and teaching;
- maintain safeguarding arrangements;
- manage our employees and volunteers;
- administer membership records;
- maintain our accounts and records (including the processing of gift aid donations);
- tell you about events or information about the church which we think will be of interest to you;
- analyse traffic to our website using Google Analytics (including, but not limited to, traffic data, location data and the resources that you access).

We use explicit consent to process your personal data. Where personal information is required for the administration of an activity e.g. youth group, Gift Aid, email communications and so on, we explain the purpose for which the information is collected and how it will be processed and retained.

Information that you provide using our website contact form will be used to respond to your query and may be maintained in our email records.

Your personal data will be treated as 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 the purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

### **Children's ministry**

This includes the regular activities of CPC such as Youth Group (for secondary age) and Sunday school (for primary age). A common parental consent form is used for each of these activities, and records the children's names, the contact details of their parent and details of any relevant medical conditions. Completed current consent forms are stored either at the home of the activity leader or in secured storage at the building used for the activity. Where the activity maintains a weekly register of attendees and leaders, the current register is stored in the same way as the consent forms. Historic registers and consent forms are stored for safeguarding purposes by the Church Administrator.

### **Safeguarding information**

In line with CPC's safeguarding policy, all adults working with children and teenagers undergo a DBS check. A summary record of such individuals is maintained by the Safeguarding Coordinator and is stored on the Coordinator's computer at home, along with hard copy of application forms completed by those individuals. The results of DBS checks are available to the Coordinator via a secure password-protected website.

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**Financial records**

CPC processes information related to donations and employee payroll. The Treasurer maintains names and addresses of donors using Gift Aid, information related to employee payroll, expenses and pensions including name, addresses, NI details and bank details, and information related to recipients of missionary giving including names and bank details. The Treasurer also maintains records for recipients of funds for other reasons (e.g. reimbursement of expenses). All information is stored on the Treasurer's computer at home or as hard copy. The Treasurer also has secure access to information on donors' giving via Stewardship.

**Pastoral data**

CPC holds pastoral information relating to individuals in the form of minutes of elders' meetings and emails and written correspondence. This information is stored on the computers of members of Session (the elders) and also as hard copy at their homes. No pastoral information is disclosed to anyone other than the elders of CPC. The elders also maintain a list of current communicant members of CPC.

**Contact list**

CPC maintains a church address list which includes contact details for members and adherents of the church. Inclusion in the address list is by explicit consent. This list is supplied only in hard-copy format, and only to those who are current members or in regular attendance. It is maintained by the Church Administrator and the current contact list is stored on the administrator's computer at home. The address list is never distributed in electronic form. The Administrator and other Officers of the church use email addresses from the church address list to send out information of general interest to those on the list. All recipients are blind-copied on such emails such that the addresses of recipients are not exposed.

**Your rights and your personal data**

To exercise your rights under GDPR, including the right to request access, correction, updating or erasure of the information we hold on you, please contact:

Rev Douglas McCallum  
Cambridge Presbyterian Church  
3 Strangeways Road  
Cambridge CB1 8PR