

Data Protection and Privacy Policy

The Vine Community Church uses personal data about living individuals for the purpose of general church administration and communication.

The Vine Community Church recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulation 2017

The Vine Community Church fully endorses and adheres to the eight principles of the GDPR. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation, and storage of personal data. Employees and any others who obtain, handle, process, transport and store personal data for The Vine Community Church must adhere to these principles.

A. The Principles

The principles require that personal data shall:

1. Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
3. Be adequate, relevant and not excessive for those purposes.
4. Be accurate and where necessary, kept up to date.
5. Not be kept for longer than is necessary for that purpose.
6. Be processed in accordance with the data subject's rights.
7. Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
8. Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

B. How we collect data and information about you

We collect personal information each time you are in contact with us. For example, when you:

- Visit our website;

- Register your details and your family details, at <https://www.thevinecommunitychurch.org.uk/about/mailling-sign-up>
- Make a donation, by completion of a Gift Aid Form
- Provide your contact details, in writing or orally, to Church staff or volunteers;
- When you attend church services or participate in other Church activities;
- Communicate with the Church by means such as email, letter, telephone;
- Face to face meetings with staff and volunteers;
- Access social media platforms such as Facebook, YouTube, WhatsApp, Twitter, Instagram

C. Maintaining Confidentiality

The Vine Community Church will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/co-coordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

All The Vine Community Church staff and volunteers who have access to Personal Data will be required to agree to a Data Protection Policy.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect your interest.
4. Where disclosure is made at your request or with your consent.

D. Use of Personal Information

The Vine Community Church will use your data for three main purposes:

1. The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, preparation of rotas, maintaining financial records of giving for audit and tax purposes.
2. Contacting you to keep you informed of church services, activities, resources and events.
3. Statistical analysis; gaining a better understanding of church demographics.

N.B. although collated church data may be passed to a third party, such as number of small groups or small group's attendance, no personal data will be disclosed.

E. Records

Information contained in Vine Community Church records will not be used for any other purposes than set out in this section. Where records are paper based, these will be stored securely using appropriate physical security, such as a locked filing cabinet. Where these records are electronic, they are stored in and accessed through the cloud and therefore, can be accessed through any computer or smart device with internet access. The cloud services are based in the EU and provided by Microsoft. Additionally, The Vine Community Church use MailChimp to manage e-mail lists, the servers for MailChimp are based in the United States. A signed Data Processing Addendum is in place between MailChimp and The Vine Community Church. All data is transferred securely and is governed by Privacy Shield Principles" (as supplemented by the Supplemental Principles) contained in Annex II to the European Commission Decision C(2016)4176 of 12 July 2016.

1. Access to records is strictly controlled through the use of name specific passwords, which are selected by the individual.
2. Those authorised to use the records only have access to records pertinent to their specific area of use. This is controlled by the Data Controller and other specified administrators. These are the only people who can access and set these security parameters.
3. People who will have secure and authorised access to the records include The Vine Community Church Trustees, Staff, data in-putters, Ministry Leaders, Midweek Group Leaders.
4. All access and activity to electronic records is logged and can be viewed by the appropriate system Administrator.
5. Subject Access - all individuals who are the subject of personal data held by The Vine Community Church are entitled to:
 - Ask what information the church holds about them and why.
 - Ask how to gain access to it.
 - Be informed how to keep it up to date.
 - Be informed what The Vine Community Church is doing to comply with its obligations under the General Data Protection Regulation 2017
6. Personal information will not be transferred onto any third parties outside of the church environment. Unless the reason for passing such

data is covered by one of the four Exceptional Circumstances covered in Section C.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exceptions:

By providing us with your details you are giving the Church your express permission to transfer your data to service providers including mailing houses, such as MailChimp, to enable fulfilment of the purpose for collection.

7. Sensitive Personal Information: The Church may collect and store sensitive personal information such as health information, religious information (church attendance) when you and/or your family attend, register for church events. Your personal information will be kept strictly confidential. It is never sold, given away, or otherwise shared with anyone, unless required, by law.

F. Rights to Access Information

Employees and other subjects of personal data held by The Vine Community Church have the right to access any personal data that is being held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

Any person who wishes to exercise this right should make the request in writing to The Vine Community Church Data Officer, using the standard letter which is available online from www.ico.gov.uk.

Please address all correspondence to:

FAO: The Data Protection Officer
The Vine Community Church

The Vine Centre,
The Parade,
Cherry Willingham
Lincoln
LN3 4JL

or emailing contact@thevinecommunitychurch.org.uk

If personal details are inaccurate, they can be amended upon request.

The Vine Community Church aims to comply with requests for access to personal information as quickly as possible but will ensure that it is provided

within 30 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request.

This policy was agreed by the Trustees on **May 2025**

This policy is due for scheduled review on **May2027**

Data protection Policy understanding and acceptance

This form is to be completed by all individuals with access to Personally Identifiable Information to confirm they have read and understood the policy before access to such information is granted

Name:

Key Position / role:

I function in the roles below (please circle those that are applicable)

Staff member

Assist Volunteer

Library Volunteer

Trustee

Ministry team

Life group leader

Other (please specify)

I have read and understood this policy [Data Protection and privacy policy (April 2025) and agree to adhere to its contents.

Signed:

Date:

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