



# Privacy Policy

## INTRODUCTION

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Under Data Protection legislation, the church Charity Trustees of Freshwaters Christian Fellowship (Freshwaters) is the Data Controller and can be contacted by ringing 01279 882340 or emailing [trustees@freshwaterscf.org.uk](mailto:trustees@freshwaterscf.org.uk)

We hold and process data relating to regular attendees (members) of Freshwaters, those who have consented to join our mailing lists, Prayer Diary and Birthday List, new visitors who have left their contact details and financial records pertaining to funds given to or received from Freshwaters.

We sometimes take photographs which may appear on our church website or social media accounts. (See below.)

All data is held securely with password protection and is retained for the periods indicated below.

## Members of Freshwaters

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Freshwaters has no formal membership; however, if you attend at least once a month and consider yourself part of our church, then you will be considered a member.

Information we collect on members is to enable the church to keep in touch with you and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church member database which is held in a secure, encrypted cloud location and accessed only by the Leader, Church Administrator, or Pastoral Team.

To enable us to provide adequate pastoral support to you and your family, the Pastor or members of the Leadership or Pastoral Team may record information which may be regarded as sensitive. This information will be stored in a secure, encrypted cloud location only accessible to the Pastor or relevant member of the Leadership or Pastoral Team. This information will NOT be disclosed to anyone else without your consent.

Information about children (under 16) will only be held with specific consent which can be provided through completing the Contact Preferences form or emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk) specifying the information you would like us to add or remove regarding your children.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to a Trustee. If you are still unhappy you have the right to complain to the [Information Commissioner's Office](#).

## Associate Members of Freshwaters

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It may be that you do not join us on a regular basis in person, however you may connect with us through one or more of our mailing lists, WhatsApp Groups or via Social Media. We welcome such engagement and will hold such information as is necessary to communicate with you in the way you have requested.

Your details will be retained until you request that we remove them.

## Members Church Directory

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We would like to include your name and contact details in our Church Directory which will be distributed by email to all Church Members and in hard copy as appropriate. A copy is also available from the secure member's section of our website. We will not give copies of the Church Directory to anyone else. We will only include you if you give your specific consent for us to do so by completing the Freshwaters Contact Preferences Form online or as attached to this Policy.

If you have children (under 16 years old) then we will also need specific consent to hold some details about them.

You have the right to have your details removed or corrected by emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk). If you leave Freshwaters then your details will be removed from the directory no later than 1 year after the last contact with the Church (if you have not already requested your details to be removed).

## Church Mailing Lists

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Freshwaters operates two mailing lists, an explanation regarding the use of these lists is given below. We will not add you unless you give your specific consent using the Freshwaters subscribe form.

### The 'All' List

This mailing list allows subscribers to email one another about any matter relating to our life together as a church community. Because any subscriber can post to it, the contents of emails will be diverse and the list is not moderated and so Freshwaters will not restrict the nature or quantity of emails.

Freshwaters will also use the all list to communicate news and events relating to Freshwaters, including our weekly notice sheet.

Subscribers are responsible for ensuring that any personal information contained within any email they post has been provided with the permission of the person or people referred to.

### The 'Prayer' List

This mailing list allows subscribers to email one another requesting or providing updates on items for prayer. Because any subscriber can post to it then the contents of emails will be diverse and the list is not moderated and so Freshwaters will not restrict the nature or quantity of emails.

Subscribers are responsible for ensuring that any personal information contained within any email they post has been provided with the permission of the person or people referred to.

Freshwaters will also use the prayer list to communicate items for prayer relating to Freshwaters, including our Prayer Bulletins.

### Removal from lists

If you would like to be removed from either or both lists, please complete the unsubscribe online form (in the members' area of the website) or email [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk) specifying which list(s) you would like to be removed from.

## Church Prayer Diary

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Members and Associate Members of Freshwaters can have access to a prayer diary which lists families and some other things for Members and Associate Members to pray for on each day of the month. You can request to be added or removed from this list by using the Freshwaters Contact Preference Form. You can be removed from the Prayer Diary by completing the online unsubscribe form or emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk) and asking to be removed.

## Birthday List

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As your Church family, we would like to send you a card on your birthday, if you would like to be included in this then please include your birthday in the DD/MM format on the Contact Preferences Form. You can be removed from the Birthday List by completing the online unsubscribe form or emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk) and asking to be removed.

## Church Website

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Members of Freshwaters will be given login details to access the members' area of our website. There, users are able to specify which details they are happy for other members to see by editing their profile page. Logging on to the website also gives access to a number of member-only pages including rotas, the Prayer Diary and the Contact Preference and unsubscribe forms.

Members can set their own passwords. If you forget your login or password then this can be rectified by emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk). Please ensure that your password is secure and sufficiently complex (e.g. a mixture of upper and lower case letters and numbers and at least 8 characters in length).

## Financial Information

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Anyone who makes payments to or receives payments from Freshwaters will have their financial data processed as a 'legitimate interest' to enable the transactions to be completed. This will include information required for Gift Aid recovery. Transaction records are stored on the cloud with secure access only available to Freshwaters administrator, treasurer, pastor and independent examiner. Gift aid forms will be stored in a locked filing cabinet in Freshwaters office.

## Employee and volunteer Information

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Employee and volunteer records including information supplied at application, progress review notes and leave and sickness records will be stored in a secure filing cabinet in the office and/or in a secure encrypted cloud location.

Employees and volunteers have the right to see information held about them and to request that any errors are corrected.

## Data Barring Service (DBS) Documents

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Records kept in relation to DBS checks for employees and volunteers will be kept in a locked filing cabinet in the office and/or in a secure encrypted cloud storage location.

## Non-member information

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Visitors to Freshwaters in person or through our website may leave contact details to enable us to keep in touch before making any decision about becoming a member of Freshwaters. Consent will be obtained on the relevant contact forms and will be held electronically on a password protected secure site. You are entitled to have your details removed or updated at any time by emailing [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk) and specifying the information you would like removed or updated.

This information will be automatically removed in the following circumstances: -

- Where a visitor becomes a member of the church and completes the subscribe form.
- Where a visitor has not become a member and has not made contact with the church in the last 6 to 12 months.

## Retention of documents

The following retention periods apply:

Data type	Retention Period
Church member database	Up to 1 year following the last contact with the church
Church Directory	Until requested to be removed or 1 year after the last contact with the church
Church Mailing List	Until requested to be removed or 1 year after the last contact with the church
Church Prayer Diary	Until requested to be removed or 1 year after the last contact with the church
Church Website	Until the member removes information or 1 year after the last contact with the church
Financial Transaction Information	At least 6 years from the end of the financial year in which the transaction is made but not more than 7 years.
Gift Aid Forms	At least 6 years from the last related financial transaction but not more than 7 years.
Employee records	At least 6 years from when the employee or volunteer leaves and not more than 7 years.
DBS records	The actual disclosure form will be destroyed after 6 months. However, we will keep a record of the date of the check, the reference number, the decision about vetting and the outcome.
Non-member information	Until requested to be removed or between 1 month for the visitor becoming a member or between 6 and 12 months since the last contact of a visitor with the church.

## Completing the Contacts Preference Form

- Please complete the attached form (or use the online form from the member's area of the website) giving names and contact details as appropriate.
- You can provide us with as much or as little information as you like but whatever you include will be used for the purposes specified.
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included.
- Under 16s will be included on the list if at least one parent has given their consent to be on the list unless you indicate otherwise. Please give the dates of birth of any children or young people who are under 16.
- Completed forms should be returned to the Church Administrator

## Subject Access/User Rights

As someone whose data we hold you have the following rights: -

- The right to be informed of the use of your Personal Data
- The right to access and/or to require the correction or request the erasure of your Personal Data
- The right to block and/or object to the processing of your Personal Data
- The right to not be subject to any decision based solely on automated processing of your Personal Data
- In limited circumstances, you may have the right to receive Personal Data in a format which may be transmitted to another entity.

If you have a complaint in relation to the processing of your data carried out under this Privacy Policy, you have the right to lodge a complaint with the Information Commissioner's Office.

You may seek to exercise any of these rights by sending a written request to:

Freshwaters Christian Fellowship

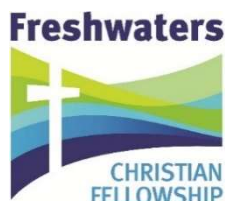
The Gateway Centre,

Perry Road

Harlow, Essex

CM18 7NR

Or email [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk)



# Contact Preferences Form

Please would each adult in the Household complete a section, and please would a parent/guardian of any children complete consent for their data to be held. You can grant consent should you so wish and be included in our Church Directory, mailing list(s), Prayer Diary and Birthday List. **\* Please sign in the large 'Signature' boxes below and complete all the information where there is text in red.** The remaining boxes are by consent. You fill all, some or none of the boxes according to your consent.

<b>*Name</b>			
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Phone Number</b>	
<b>*Email address</b>		<sup>1</sup> DD/MM	
<input type="checkbox"/> <b>I give my consent for my (leave blank those which you DON'T want included) to be included in the Church Directory.</b>		<b>*</b> <i>Signature</i>	
Please tick alongside the description if you would like to be included in that list:		One Chapter a Day Reading <input type="checkbox"/>	
All Email List <input type="checkbox"/>	Prayer Email List <input type="checkbox"/>	Prayer Diary <input type="checkbox"/>	Birthday List <input type="checkbox"/> One Chapter a Day WhatsApp <input type="checkbox"/>

<b>*Name</b>			
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Phone Number</b>	
<b>*Email address</b>		<sup>1</sup> DD/MM	
<input type="checkbox"/> <b>I give my consent for my (leave blank those which you DON'T want included) to be included in the Church Directory.</b>		<b>*</b> <i>Signature</i>	
Please tick alongside the description below if you would like to be included in that list:		One Chapter a Day Reading <input type="checkbox"/>	
All Email List <input type="checkbox"/>	Prayer Email List <input type="checkbox"/>	Prayer Diary <input type="checkbox"/>	Birthday List <input type="checkbox"/> One Chapter a Day WhatsApp <input type="checkbox"/>

<b>*Name</b>			
<b>Address</b>			
<b>Home Phone Number</b>		<b>Mobile Phone Number</b>	
<b>*Email address</b>		<sup>1</sup> DD/MM	
<input type="checkbox"/> <b>I give my consent for my (leave blank those which you DON'T want included) to be included in the Church Directory.</b>		<b>*</b> <i>Signature</i>	
Please tick alongside the description below if you would like to be included in that list:		One Chapter a Day Reading <input type="checkbox"/>	
All Email List <input type="checkbox"/>	Prayer Email List <input type="checkbox"/>	Prayer Diary <input type="checkbox"/>	Birthday List <input type="checkbox"/> One Chapter a Day WhatsApp <input type="checkbox"/>

<input type="checkbox"/> <b>I give my consent for the following details to be held regarding my children (Under 16) <input type="checkbox"/> Include in the Birthday List</b>		<b>*</b> <i>Signature</i>	
<b>Name</b>	<sup>1</sup> DD/MM	<b>Name</b>	<sup>1</sup> DD/MM

**\* Required Fields** <sup>1</sup>DD/MM = Enter birthday in Day/Month format e.g. 01/06 = 1<sup>st</sup> June  
 You can unsubscribe from any or all sections at any time by emailing: [admin@freshwaterscf.org.uk](mailto:admin@freshwaterscf.org.uk)