



Privacy Policy

INTRODUCTION

Under Data Protection legislation the Charity Trustees of Heart 4 Harlow (H 4 H) are the Data Controller and can be contacted by ringing 01279882340 or emailing trustees@heart4harlow.org.uk

We hold and process data relating to those who have consented to join our mailing lists and financial records pertaining to funds given to or received from Heart 4 Harlow.

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

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

Heart 4 Harlow Mailing Lists

H 4 H operates a number of 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 Heart 4 Harlow subscribe form.

Ministers List (ministers@heart4harlow.org.uk)

This mailing list allows members to email one another about any matter relating to the Church or community in Harlow. Because any member can post to it then the contents of emails will be diverse and the list is not moderated and so H 4 H will not restrict the nature or quantity of emails.

H 4 H will also use the all list to communicate news and events relating to H 4 H.

Members 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.

Prayer List (prayer@heart4harlow.org.uk)

This mailing list will provide information and updates about items for prayer, including information relating to our monthly Prayer gatherings. This will usually be provided by the H 4 H Prayer Coordinator, but will sometimes be sent by one of the Trustees.

Information List (info@heart4harlow.org.uk)

This mailing list will provide general information regarding events and activities linked to or supported by Heart 4 Harlow.

Removal from lists

If you would like to be removed from either or both lists, please complete the online form (in the members area of the website) or the attached unsubscribe form or email admin@heart4harlow.org.uk specifying which lists you would like to be removed from.

Contacts List

H 4 H keeps contact details for individuals and organisations which it works with particularly in Harlow but also beyond. You are entitled to see what information we hold about you and to have it corrected or removed. You can do this by completing the attached 'Contacts Update Form' or using the form on the website on the 'Contact' page. We will not pass on your details to anyone else without express position.

Financial Information

Anyone who makes payments to or receives payments from Heart 4 Harlow 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 the H 4 H administrator, treasurer and independent examiner. Gift aid forms will be stored in a locked filing cabinet in H 4 H office.

Employee and volunteer Information

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 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

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.

Retention of documents

The following retention periods apply: -

Data type	Retention Period
Mailing Lists	Until requested to be removed or, in the case of the Ministers list, up to 3 months after the minister has ceased to work in Harlow.
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.
Contact Information	Until requested to be removed

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:

Heart 4 Harlow

St Mary's Church

Churchgate Street

Harlow

CM17 0JT

Or email admin@heart4harlow.org.uk



Subscription Form

- Please complete the attached form (or use the online form from the Contact Us>Mailing List page of the website) giving details as appropriate.
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included.
- Under 16s will not be included on the lists.
- Completed forms should be returned to the H 4 H Administrator

I give permission for Heart 4 Harlow to hold the following details in electronic or printed form and to send me emails in relation to each of the areas of the Community Link (CL) subjects which I select below and/or to add me to the indicated mailing lists.

I confirm that I am over 16 years of age.

I understand that members of the ministers mailing list are able to post to others on the list and that the nature of such emails will, therefore, be varied. I agree that if I am subscribed to this list I will ensure that I have obtained appropriate permission for anything I post to this list.

Your details will not be passed on to anyone else without your express consent.

You can remove your details from the list at any time by completing this '[unsubscribe form](#)', or emailing admin@heart4harlow.org.uk and specifying which lists you would like to be removed from.

Name:	
Email address:	
Church attend/represented:	
Signed:	
Date:	

Please subscribe me to the following mailing list/s

Mailing List	Please Tick as appropriate	Mailing List	Please Tick as appropriate
Commerce CL		Info	
Civic CL		Ministers	
Art, Culture & Education CL		Prayer	
Health & Wellbeing CL			
Churches & Chaplaincy CL			



Unsubscribe Form

- Please complete the attached form (or use the online form from the Contact Us>Mailing List page of the website) giving details as appropriate.
- Completed forms should be returned to the H 4 H Administrator

Please would Heart 4 Harlow remove me from the lists indicated below.

Name:	
Email address:	
Signed:	
Date:	

Please unsubscribe me from the following mailing list/s

Mailing List	Please Tick as appropriate	Mailing List	Please Tick as appropriate
Commerce CL		Info	
Civic CL		Ministers	
Art, Culture & Education CL		Prayer	
Health & Wellbeing CL			
Churches & Chaplaincy CL			



Contact Update Form

- Please complete the attached form (or use the online form from the Contact Us page of the website) giving details as appropriate.
- Completed forms should be returned to the H 4 H Administrator
- By signing this form, you agree to Heart 4 Harlow holding the contact details provided in electronic and or printed form for the purpose of carrying out the work of Heart 4 Harlow.
- Your details will not be passed on to anyone else without your express consent.

	Please Tick as appropriate
Please remove my details from all your databases	
Please remove my details just from the following database (Please specify)	
Please add or update my details to reflect what I have entered below	

Please enter those details you want added or updated

Name:	
Email address:	
Home address	
Home Telephone Number	
Mobile Number	
Organisation Name	
Organisation Address	
Organisation Phone Number	
Signed:	
Date:	