



Gateway Waterside Data Protection Privacy Notice

What is this All About?

There is a new European Regulation that came into force this May (2018) that affects ALL organisations. Its intention is to try to ensure that everybody's personal data is kept secure and not misused. It is called the 'General Data Protection Regulation' or GDPR.

The Trustees have updated our Data Protection Policy to conform to this new regulation (it is on the web site or we can give you a paper copy if you'd prefer).

This Notice is to explain as simply as possible what GDPR is all about and to let you know what data Gateway Waterside holds, why and what it does with it. It does not try to explain the full details of what we have to do but show in general the 'whats' and 'whys'.

What are the General Principles?

Types of Reason for Holding the Data

Contractual	Gateway Waterside has a contract with you - e.g. Gift Aid, a pastor would be an employee
Legitimate Interest	It is part of the general functioning of Gateway Waterside
Consent	You have specifically consented – e.g. Church Directory
Legal Requirement	The law says we need to keep Data – e.g. employment

What Rights do you have?

1. The right to be informed – This Privacy Notice tells you about the Data we hold
2. The right of access – You can ask to see the data
3. The right to rectification – You can ask for the data to be corrected
4. The right to erasure – If you have given consent or we no longer have a Legitimate Interest in your Data (e.g. you leave the fellowship) you can ask for the Data to be deleted
5. The right to restrict processing
6. The right to data portability – you can ask for the data be made available to another organisation.
7. The right to object
8. Rights in relation to automated decision making and profiling – this does not apply as Gateway Waterside has not automated any decision making.

If you need to follow up on any of these rights please contact someone on the leadership team or a trustee. The email address data_protection@gateway.community is being set up specifically for these types of request.



What Precautions must we take

This affects those of us who 'process' the data we hold, e.g. the church Administrator, children's workers, Trustees and Leaders. We must:

- Only keep the Data we need to
- Make sure the Data are accurate
- Keep the Data securely. As part of this, we will be setting up new 'cloud' emails and data storage rather than trying to ensure all our personal laptops/PCs are sufficiently secure (anti-virus, encryption, passwords etc.)



What Data does Gateway Waterside Hold?

Whose Data	What Data	Why	What we do with it	How long we keep it
Gateway Waterside Attendee (including children)	Church Directory	Your consent	Publish contact details	Indefinite (*)
Gateway Waterside Attendee (including children)	Contact details	Legitimate Interest	Contact you	Until we've not seen you for 6 months or more
Gateway Waterside Attendee	Newsletter email	Your consent	Send you Newsletter	Until you 'unsubscribe' or we've not seen you for 6 months or more
Anybody	Newsletter contents	Legitimate Interest	We might publish birthdays, prayer requests etc.	Indefinite (**)
Anybody	Prayer email	Request	Ask for prayer	Indefinite (***)
Gateway Waterside Attendee (including children)	Attendance record	Legitimate Interest	Follow up in case of illness or other concern	Deleted after 3-6 months
Gateway Waterside Attendee (including children)	Pastoral Care summary notes	Legitimate Interest ???	Used by Pastoral Care Team were needed to provide support, pastoral care, training and/or challenge	Deleted when no longer applicable or we've not seen you for 6 months or more (++)
Anybody	Accident records	Legal requirement	Details of accident	3 years
Anybody	Email or paper correspondence	Legitimate Interest	Record of discussion or complaint	7 years
Anybody	Meeting Notes, minutes	Legitimate Interest	Record of discussion	Indefinite
Gateway Waterside Attendee	Rotas	Legitimate Interest	Published	Deleted after 6 months
Gateway Waterside Attendee	Gift Aid	Contract	Record details for HMRC	7 years
Anybody	Photo or Video	Your consent	Publish on the website or social media	Indefinite
Gateway Waterside child worker	DBS check and Safeguarding Records	Legitimate Interest	Confirm worker's suitability	75 years
Gateway Waterside attendee's Child	Safeguarding Records	Legitimate Interest	Contact and any medical details	2 years
Gateway Waterside employee	Contract	Contract		Deleted after 7 years after ending of employment
Job applicant	Recruitment details	Legitimate Interest	Collate and check	Deleted 2 months after the appointment of the successful applicant or kept with an employee contract.
Gateway Waterside employee	Payroll	Contract / Legal		Deleted after 7 years
Gateway Waterside employee	Pension	Contract / Legal		Deleted after 7 years after ending of employment



(*) Recipients are asked to delete when a new directory is received

(**) Copies may be kept but will usually get deleted after a week or two

(***) See 'Prayer Chain Guidance' as to how to deal with prayer requests

(++) You may, of course, ask us not to keep these notes or conversely ask to be kept on the list