



Wexford
Bible Church

DATA PRIVACY POLICY

Version *1.0*

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1 DOCUMENT CONTROL

DATE	VERSION	CHANGE APPLIED
01-07-2019	V.01	Initial Draft
31/07/2019	V1.0	Initial Release

2 DESCRIPTION OF TERMS USED IN THIS DOCUMENT.

The term Leader is anyone engaged in work or voluntary activities by the Church Pastor to provide support in the spiritual care, teaching and wellbeing of Church members. A leader may have regular contact with children or youth of the church. A child/youth is a person under 18 years of age.

The term Leader also encompass the Trustees of Wexford Bible Trust (Registered Charity CHY10132)

Photographs include any images taken whether digital image or video.

3 INTRODUCTION

Wexford Bible Church believe the central truths of Christianity as they are revealed to us in the Bible. Our main priorities include the spiritual wellbeing of individuals and privacy of both members and non-members of the Church.

Wexford Bible Church is a registered charity supported by a leadership team. We operate a website (www.wexfordbiblechurch.ie) to provide information about the beliefs of the Church, its leadership team and events arranged and supported by the Church.

You may be required to provide personal data to enable us contact or identify you. Personal data is any information relating to a natural living person and is capable of identifying that person. The type of information collected include but not limited to name, phone number, email address and postal address. Such information is only collected if you voluntarily submit it for use. Photographs (digital image / video) taken during church events that can clearly identify an individual must be treated as personal information and therefore cannot be published without consent.

Non-Personal Data

Statistical and analytical information may be collected for all visitors to the above website. The information collected in this way cannot be used to identify or contact any person. Non-personal data is used to help improve our website using statistical information, IP addresses and browser types.



4 PROCESSING OF INFORMATION

Personal Data will be collected and processed by leaders of the Church for the following purposes. This list is not exhaustive.

Personal Data

- I. Notification of church service changes
- II. Emergency contact details of parents for children or youth
- III. Distribution of church related communications
- IV. Update on events
- V. Provision of pastoral care and support for individuals connected with the church.
- VI. Maintain list of church leaders, members and attendees
- VII. Church administration.
- VIII. Church treasury that may include holding bank details of individuals.
- IX. Photographs (digital image / video) taken at Church events that clearly identify an individual

Contact information received with consent will not be made available outside the Church leadership team without the express permission of the individual (data subject) in question via Text or email.

The confidentiality of personal information collected is the responsibility of the Church Leadership Team.

Non Personal Data

We may use the Non-Personal Data gathered from visitors to our website to get a better understanding of where our visitors come from and to help us better design and organise our website.

Your IP address (address from specific computer on the internet) will allow us to identify location of user using the website. It will also allow us to block malicious or disruptive connections

A cookie is a text file that tracks an individuals' experience on the Church website. It a method of collecting information on website traffic and if the individual had visited the website previously. It is used to identify improvements for the website and contribute to a better user website experience.

5 PRIVACY OF CHILDREN'S INFORMATION

Wexford Bible Church is committed to providing an environment where children enjoy themselves, feel safe from harm and their physical, sexual and emotional welfare is protected.

For the purpose of this document, a child is defined as anyone under the age of 18.

We do not knowingly collect personal identifiable information from children under 18. If you are aged 18 or under, provision of your personal information must be accompanied with your parent/guardian permission or may be provided by your parent/guardian.



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In the case we discover that a child under 18 has provided us with personal information, we immediately delete this information from our records. If you are a parent or guardian and you are aware that your child has provided us with personal information, please contact us so that we will be able to complete the necessary actions.

Consent must be given beforehand for photographs (digital image / video) to be taken of children for example at Church events. Unless is the case of a parent taking pictures of their child.

Refer to the Child Protection Policy.

The Church adheres to the Child Protection Policy for Wexford Bible Church and also the Policy for CEF which the Good News Club is associated with.

6 YOUR RIGHTS

Access to your personal data

Object to the processing of your personal data

Have your data corrected if it is incorrect

Request erasure of your personal data

Withdraw consent

Object or opt-out to any direct communication. This can be achieved by sending an email to the Pastor or member of the leadership team.

A complaint may be raised with the Data Protection Commissioner for failure of the Church to respond to any mishandling your data in accordance with this policy.

Changes to this Privacy Policy will be updated on the Church website (www.wexfordbiblechurch.ie)

If we propose to use your data in a significantly different way than is worded above, we will ensure that you are notified first. You will also be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed in this document.



7 GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR introduced in May 2018, enforces a higher standard in data protection with greater protection of an individuals' personal information by organisations when processing this information.

7.1 DEFINITIONS FOR THE PURPOSE OF THIS DOCUMENT

The following definitions are important to understand for GDPR. (www.dataprotection.ie)

Personal Data : means any information relating to a natural living person who is identified or identifiable (such a person is referred to as a “data subject”). If the information can be used on its own or in combination with other information to identify a specific person, then it counts as personal data. Examples of identifiers include person’s name, phone number, ID number, bank details, medical history, location information and by reference to physical characteristics, genetic or cultural factors.

Sensitive Data: is special categories of personal information such as racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic/biometric data, health data, sex life or orientation.

Data Subject: Is the individual to whom the personal data relates.

Data Controller: A “data controller” refers to a person, company, or other body which decides the purposes and methods of processing personal data. The Data Controller for Wexford Bible Church is the current Pastor and the Leadership Team.

Data Processor: A “data processor” refers to a person, company, or other body which processes personal data on behalf of a data controller.

Processing: The term “processing” refers to any operation or set of operations performed on personal data. Processing includes storing, collecting, retrieving, using, combining, erasing and destroying personal data, and can involve automated or manual operations.

Privacy notice: means the information given to data subjects which explains how we process their data and for what purposes.

7.2 THE PRINCIPLES OF DATA PROTECTION

The GDPR outlines six data protection principles that the Church complies with when processing personal data. These principles relate to: Lawfulness, fairness and transparency - personal data is processed lawfully, fairly and in a transparent manner in relation to the data subject.

One of the key aims and requirements of the GDPR is to keep EU citizens informed of how organisations collect, use, share, secure and process their personal data. That is the purpose of this Privacy document.

The penalty for failing to follow the GDPR guidelines is currently €20 million or 4% of global annual turnover is the new maximum penalty possible under the GDPR.



Wexford Bible Church is committed to processing data in accordance with its responsibilities under GDPR.

7.3 GDPR DATA PROTECTION PRINCIPLES

The following are GDPR data protection principles that Wexford Bible Church follow when collecting, processing and storing individuals' personal data.

(i) Lawfully, fairly and in transparent manner.

This Data Privacy Policy clearly outlines the personal information that may be collected by Wexford Bible Church and the reason the information is both collected and processed.

(ii) Collection for specified, explicit and legitimate purposes.

Personal data such as contact information is collected to enable the Church leadership team to contact individuals regarding church related notifications and events and manage employees and volunteers. Email addresses may be provided by you in order to receive the weekly Church newsletters or promote the interests of the Church. Personal information is collected and processed with the consent of the data subject for the purposes listed in this document.

Explicit consent is always required to process information about children and adults at risk. For the purpose of this document, adults at risk are defined as adult requiring additional support and/or care to safeguard them from abuse or neglect. Information in relation to children and adults at risk are shared with Church members on a "need to know" basis but not without consent of a parent/guardian. Appropriate information on children may also be shared with people that have responsibility for the spiritual wellbeing of children for the Church, such as Sunday school and Crèche.

Photographs (digital image/video) are regarded as personal data if the photo can clearly identify a person. Photographs of identifiable people taken at church events will only be used once consent from the person is received. It is mandatory to have a parent/guardians consent prior to photographs of children under 16 being used.

If the photograph does not clearly identify a person or put the individual's privacy at risk if the photograph is compromised, then the photograph may be used within the legitimate interests of the Church.

Collection of sensitive information is prohibited unless deemed necessary for the wellbeing of an individual or the Church Community.

(iii) Adequate, relevant and limited to what is necessary

The amount of personal information collected is limited so that only information relevant to the purpose(s) above is collected.

(iv) Information is accurate and up-to-date



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To comply with this principle, Wexford Bible Church is required to ensure personal information held is accurate and current. You are asked to contact the Church Pastor if you become aware that personal information held is not current.

(v) Retention of information

Information will be held securely either electronically or paper based. Personal information is deleted when the individual no longer participates, supports or engages with the Church. Paperwork associated with financial records may be retained for up to 6 years for tax, audit and administrative purposes.

(vi) Personal information is kept secure

We do not collect personal information online. We never sell your personal information or never share it with another company or charity for their own marketing purposes. It is the responsibility of the Church Leadership team to ensure the confidentiality of an individual's personal information.

Your personal data is treated in strictest confidentiality and will only be shared with Church Leadership as defined above, for purposes connected with the Church and/or your spiritual wellbeing. Your data will not be shared with third parties outside the Church community without your consent.

We will, however, disclose your Personal Data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court, workplace relations forum, regulatory order, or other statutory requirement.

We do not transfer personal data outside the EEA unless you have consented to our doing so.

(vii) Demonstrate compliance with these principles

Wexford Bible Church is committed to complying with GDPR and specifically this Data Privacy policy and is accountable for the privacy of any personal information collected and held by them.

Respond to individuals exercising their data protection rights

You have the right to request a copy of the personal information held by the Church and the right to request to have it deleted where it is no longer required by the Church.

Individuals may also withdraw consent for the processing of their personal information. The Church agrees to respond in a prompt and efficient manner on receipt of a formal request from you for details of personal information held. Requests to be sent directly to the Church Pastor. Subject access requests will be responded to within 30 days.

8 CONSENT

By providing any personal information to us, you fully understand and clearly consent to the processing of your information as set out in this Privacy Policy.



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Consent may be withdrawn at any time. Once we receive a consent withdrawal, the processing of your details will stop. Deletion of your information will be determined with you at that time.

8.1 CONSENT FORM

See page 10

8.2 CHILDREN AND ADULT AT RISK CONSENT FORM

See page 11.

9 CONTACT US

If you have any queries on this policy or if you would like to request a copy of the personal data we hold on you please contact email@email.com

10 CHANGES TO THIS POLICY

Changes to this Privacy Policy will be updated on the Church website (www.wexfordbiblechurch.ie).

Paper based publication of this policy will also be made available at the Church.



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GENERAL DATA PROTECTION REGULATION (GDPR)

CONSENT FORM

Wexford Bible Church are committed to ensuring the privacy of your personal information held by the Church Leadership. It is important for us to communicate with you in a way that you have consented to in line with GDPR regulation. For this reason we need to formally receive your consent on how we contact you. Please fill out the contact details you would like us to communicate with you on.

Name: _____

Address: _____

_____ Postal Code: _____

Email: _____ Phone No.: _____

By signing this form, you are consenting to Wexford Bible Church retaining and processing your personal information as confirmed below. (Please tick the boxes where you grant consent)

I consent to Wexford Bible Church contacting me by Post email Phone
(Tick all boxes you wish to give consent to)

- To keep me informed about church services, news, events and activities.
- To share my personal information within the Church Leadership Team
(The term Leader is anyone engaged in work or voluntary activities by the Church Pastor to provide support in the spiritual care, teaching and wellbeing of Church members. The term Leader also encompass the Trustees of Wexford Bible Trust (Registered Charity CHY10132)

Please select any of the options below with regard to photographs you are clearly identifiable in. Photographs refer to digital images and/or videos.

- I consent to my photo being taken at church events.
- I consent to my photo being used on the Church website, newsletter or church promotional material.

Signature: _____

Date: _____

You can consent to any or all of the above options. We will not be able to use your personal information for options not ticked unless required to do so by law or for your safety or the safety of others. You can withdraw your consent at any time by contacting the church pastor.



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CHILDREN and ADULT AT RISK - CONSENT FORM

Wexford Bible Church are committed to ensuring the privacy of your personal information held by the Church Leadership. It is important for us that personal information held is with the consent of the appropriate parent or guardian for children and adults at risk (adult requiring additional support and/or care to safeguard them from harm) and to communicate in a way that is consented to in line with GDPR regulation. For this reason we need to formally receive your consent for processing personal information.

Childs/Adult Name: _____ Child Adult

Parent / Guardian Name: _____

Address: _____

_____ Postal Code: _____

Email: _____ Phone No.: _____

By signing this form, you are consenting to Wexford Bible Church retaining and processing the personal information for the child or adult under your care as confirmed below. (Please tick the boxes where you grant consent). I consent to Wexford Bible Church contacting me on behalf of the above named child or adult in the following way. Post email Phone (tick all boxes you wish to give consent to)

Information on church services, news, events and activities.

To share my personal information within the Church Leadership Team
(The term Leader is anyone engaged in work or voluntary activities by the Church Pastor to provide support in the spiritual care, teaching and wellbeing of Church members and Trustees of Wexford Bible Trust (Registered Charity CHY10132)

Photographs (digital images/videos) may be taken during church events. These photographs may be shared within the church or on the church website to promote future church activities or share success of past activities. Please select any of the options below with regard to photographs the child or adult are clearly identifiable in.

I consent to photos of my child or adult in my care being taken at church events.

I consent to photos of my child or adult in my care being used on the Church website, newsletter or church promotional material.

Signature: _____

Date: _____



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You can consent to any or all of the above options. We will not be able to use the child's or adult personal information for options not ticked unless required to do so by law or for their safety or safety of others. You can withdraw your consent at any time by contacting the church pastor.