



Beacon Church, Oakes Road, Bury St. Edmunds, Suffolk, IP32 6PX.
Tel.+44 7879 512269: Email info@beaconchurchuk.org

DATA PROTECTION POLICY

Version	Date	Responsible	Reasons for changes
1.0			New document

Policy statement

Beacon Church is committed to protecting personal data and respecting the rights of our **data subjects**: the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust by complying with all relevant laws and adopting good practice.

We process personal data to help us implement Beacon churches vision and mission

This policy has been approved by the church's Charity Trustees, who are responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store, or use personal data.

Beacon Church is registered with ICO. (information commissioner's office) our reference number is ZA424103

Our data protection responsibilities

What personal information do we process?

In the course of our work, we may collect and process information (personal data) about many different people (data subjects). This includes data we receive straight from the person it is about, such as when they complete forms or contact us. We may also receive information about data subjects from other sources, including, for example, previous employers [and other examples].

We process personal data in both electronic and paper form, and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, other relative data, and visual images of people.

We will not hold information relating to criminal proceedings or offences or allegations or offences unless there is an overarching safeguarding requirement to process this data for the protection of children and adults that may be at risk in our church.

Data subjects can be withdraw consent and it will be as easy to withdraw consent as it is to give consent.

Security of personal data

We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing or from accidental loss, destruction, or damage.

Data subjects' rights

If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our Data Protection Officer **immediately**.

Dealing with data protection breaches

Where staff or volunteers, [or contractors working for us], think that this policy has not been followed, or data might have been breached or lost, this will be reported **immediately** to the Data Protection Officer.

