

Forge Community Church - Attendee privacy notice

We ask that you read this privacy promise carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and other organisations in the event you have a complaint. Please see the section on 'Your rights' for more information.

Introduction

We are the Forge Community Church ("The Forge"). In order that we can organise the church activities and to deliver services to the communities we serve, we need to process information about you.

Personal information means any information about you from which you can be identified, but it does not include information where your identity has been removed (anonymous data).

As the 'controller' of personal information, we are responsible for how that data is managed. The General Data Protection Regulation ("GDPR") sets out our obligations to you and your rights in respect of how we manage your personal information.

As the 'controller' of your personal information, we will ensure that the personal information we hold about you is:

1. used lawfully, fairly and in a transparent way.
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. relevant to the purposes we have told you about and limited only to those purposes.
4. accurate and kept up to date.
5. kept only as long as necessary for the purposes we have told you about.
6. kept securely.

If you have any questions about this privacy notice or would like further explanation as to how your personal information is managed then please contact us (see 'How to contact us' below).

Purposes of processing

Purpose of processing	Examples
Attendee management (including Adults, Youth and Kids)	<ul style="list-style-type: none">• Maintaining the Church Suite database which we use to manage day-to-day operations• Managing giving and gift aid
Service and event planning	<ul style="list-style-type: none">• Organising production and technical rotas on Planning Centre• Organising serving rotas on Church Suite• Tracking and communicating with people signed up to attend.
Facilitate community and groups	<ul style="list-style-type: none">• Providing the Church Directory on ChurchSuite
Safeguarding	<ul style="list-style-type: none">• Completing DBS checks before you work as a volunteer with Kids or Youth.
Online forms	<ul style="list-style-type: none">• Signing up to 10 month groups• Applying to go on a missions trip
Communications	<ul style="list-style-type: none">• Sending the email newsletter (Forge Feed)

	<ul style="list-style-type: none"> • Sending text messages (Spiritual health survey) • General email communication
Insurance, Finance and Legal	<ul style="list-style-type: none"> • Arranging insurance when travelling on a missions trip • Maintaining health and safety records about accidents • Processing expenses

Personal data we process

Our primary activity is similar to other membership based charitable organisations that serve the wider community. We process information to organise our operations and to fulfil our legal and social responsibilities such as safeguarding and health and safety. To do this we process:

- Name
- Basic contact details (email, post, phone)
- Bank details
- Date of Birth
- Details of family members
- Team & group membership
- Giving status
- Rotas
- Specifically for safeguarding
 - Employment history
 - Address history
 - Referee contact details
- Details about any accidents you have been involved in
- Next of Kin - Name and contact details
- Communications message history (e.g Emails and Text messages)

Certain information that we process is classed as 'special category data'. It is sensitive by nature. We have a higher duty of care in how we process this:

- Unspent Criminal Convictions
- Medical, Health and dietary needs

Who has access to your personal data

In order to operate the church and to deliver what we do, we rely on third parties to provide specialist support to us. To provide this support they will have access to, or a duty of care over your personal information. These providers are:

- Legal and financial service providers
 - Our Bank
 - Insurance providers and brokers
 - Accountancy service providers
 - HMRC
 - Our DBS provider
- Software and IT service providers
 - Email service provider
 - ChurchApp Ltd - the provider of ChurchSuite
 - Planning center

- Eventbrite
- Jotform
- TextLocal
- Mailchimp
- Dropbox
- Volunteer leaders
 - E.g. Elders, Serving team coordinators

All providers process data under a written processing agreement with us.

International transfer

Generally all your personal data is stored and processed on systems that are within the European Economic Area (EEA) and offer the same level of legal protection and rights over your data.

Certain cloud based services are based in the US and provide adequate security under Article 46 (EU-US Privacy Shield)

Retention schedule

Type of data	Retention period
Accident records	3 years from incident
Financial records	6 years
Event signup records	3 years
Church suite records	2 years following last recorded activity
Planning centre rota records	3 years
Communications and emails	6 years
Online form responses	3 years

Legal basis for processing

We rely on the following grounds within the GDPR:

- Article 6(1)(b) – processing is necessary for the negotiation or performance of our **contracts** to provide you with services
- Article 6(1)(c) - processing is necessary for compliance with a **legal obligation** to which we are subject.
- Article 6(1)(f) – in pursuit of **legitimate interests**
 - To provide email newsletters to those interested in our work (we will include an unsubscribe link in all marketing emails)

- To maintain our church management system

GDPR recognises that additional care is required when processing special category (sensitive) data such as your health and religious views . We process this under the following grounds within GDPR

- Article 9(2)(b) - Legal obligations under employment or social benefit law
- Article 9(2)(d) - For a membership organisation to manage members or former members of the body

Your rights

Under the [GDPR](#) you have the following rights:

- fair processing of information and transparency over how we use your use personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure (i.e. deletion) of personal information concerning you, in certain situations. Please note that if you ask us to delete any of your personal information which we believe is necessary for us to comply with our contractual or legal obligations, we may no longer be able to provide care and support services to you;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances;
- claim compensation for damages caused by our breach of any data protection laws;

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

How to complain

Please do contact us if you have any queries or concerns regarding our use of your information on the details below. However, if you are unhappy with our response you can contact the [Information Commissioner's Office](#):

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113

Data controller details

The Forge Community Church, The Old Chapel, Forward Green, Stowmarket, Suffolk, IP14 5HP

How to contact us

- **Email** – privacy@forgechurch.com
- **Post** –FAO: Data Controller, The Forge Community Church, The Old Chapel, Forward Green, Stowmarket, Suffolk, IP14 5HP
- **Telephone** – 01449 710437

Recruitment privacy notice

Forge Community Church

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and other organisations in the event you have a complaint. Please see the section on 'Your rights' for more information.

Introduction

We are The Forge Community Church (referred to as "Forge") In order to identify, select and recruit new employees we need to collect and process your personal information.

Personal information means any information about you from which you can be identified, but it does not include information where your identity has been removed (anonymous data).

As the 'controller' of personal information, we are responsible for how that data is managed. The [UK General Data Protection Regulation](#) ("GDPR") sets out our obligations to you and your rights in respect of how we manage your personal information.

As the 'controller' of your personal information, we will ensure that the personal information we hold about you is:

1. used lawfully, fairly and in a transparent way.
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. relevant to the purposes we have told you about and limited only to those purposes.
4. accurate and kept up to date.
5. kept only as long as necessary for the purposes we have told you about.
6. kept securely.

If you have any questions about this privacy notice or would like further explanation as to how your personal information is managed then please contact us (see 'How to contact us' below).

This document provides the information as required by GDPR under your right to be informed.

Purposes of processing your personal information

We will use you data for the following purposes:

- **Screening of applications**
 - To receive and record applications, contact details or CVs received via phone or email from interested candidates or recruitment consultants.
 - To review and make informed decisions on whether to proceed the recruitment process
- **Interview and selection**
 - To communicate, schedule, plan, run, document and review interviews.
 - To make recruitment decisions based on the interviews.
- **To take up references**
 - We will use the information you provide us to take up references
 - To check the veracity of information you provided as part of your application process
- **To make a job offer**
 - If successful we'll use the information you have provided to make and document a job offer formally.

Personal data we process

- Name
- Contact details
- Qualifications
- Employment & Training history
- Referee names and contact details
- Your strengths and weaknesses
- Ability to drive
- Your CV

Certain information that we process is classed as 'special category data'. It is sensitive by nature. We have a higher duty of care in how we process this:

- Ethnicity
- Disability details
- Criminal Convictions
- Your religious views

Who has access to your personal data

In order to operate our business and run our recruitment we rely on third parties to provide specialist support to us. To provide this support they will have access to, or a duty of care over your personal information. These providers are:

- Software support companies – to provide specialist support and resolve issues with the software that we run, for example the systems we use to store and manage your recruitment progression
- Referees - to confirm character and employment details
- Volunteer leaders - who will be involved in the selection process (e.g. Church Elders)

International transfer

All your personal data is stored and processed on systems that are within the European Economic Area (EEA) and offer the same level of legal protection and rights over your data.

In certain situations we transfer your personal information to the following countries which are located outside the European Economic Area (EEA):

- A country where you are resident or located in temporarily

This will be for the purposes of communicating with you about your recruitment process when you are based in a third country.

This international transfer is under Article 49(1)(b) - the transfer is necessary for the performance of a contract between the data subject and the controller

Retention schedule

Type of data	Retention period
Application details for successful candidates	These become part of your employee file and are retained in line with the information in our employee privacy notice.
Application details for unsuccessful candidates	These are destroyed after 6 months. If you wish us to keep your details on record for longer you must request this in writing.

Legal basis for processing

We rely on the following grounds within the GDPR:

- Article 6(1)(b) – processing is necessary for the **performance of a contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- Article 6(1)(c) – processing is necessary for us to demonstrate **compliance with the law** or regulatory frameworks

GDPR recognises that additional care is required when processing special category (sensitive) data such as your health, religious views . We process this under the following grounds within GDPR

- Article 9(2)(b) - Legal obligations under employment or social benefit law

Your rights

Under the GDPR you have the following rights. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure (i.e. deletion) of personal information concerning you, in certain situations. Please note that if you ask us to delete any of your personal information which we believe is necessary for us to comply with our contractual or legal obligations, we may no longer be able to provide care and support services to you;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances;
- claim compensation for damages caused by our breach of any data protection laws;

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

How to complain

Please do contact us if you have any queries or concerns regarding our use of your information on the details below. However, if you are unhappy with our response you can contact the [Information Commissioner's Office](#):

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Privacy notice for public and service users

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Introduction

We are The Forge Community Church ("The Forge"). In order that we can provide you information about our services and to deliver services to you we need to process your personal information.

Personal information means any information about you from which you can be identified, but it does not include information where your identity has been removed (anonymous data).

As the 'controller' of personal information, we are responsible for how that data is managed. The General Data Protection Regulation ("GDPR") sets out our obligations to you and your rights in respect of how we manage your personal information.

As the 'controller' of your personal information, we will ensure that the personal information we hold about you is:

1. used lawfully, fairly and in a transparent way.
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. relevant to the purposes we have told you about and limited only to those purposes.
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Purposes of processing

Purpose of processing	Examples
Delivering services & events	<ul style="list-style-type: none">● Planning and running The Base (open access youth service)● Organising and delivering practical support● Operating the furniture bank● Managing sign up to open events, groups and residential
Financial management	<ul style="list-style-type: none">● Processing donations and gift aid● Running the hardship fund● Managing grants and fundraising.
Direct Marketing & Communications	<ul style="list-style-type: none">● Sending information about the Forge to you.● Monitoring the effectiveness and improving our communications activity● Website analytics● Email

Personal data we process

We'll process different information depending on the situation. For example if you are attending a residential event we'll need more information from you. Generally we process:

- Name
- Basic contact details
- Giving / donation records
- Details about a service delivered and the context
 - E.g. Christmas hamper, or Furniture bank delivery
- For attending events
 - Next of Kin, DoB, Medical needs, Dietary needs
 - Parents details (where we are responsible for a child or young person)
- Website and marketing emails accessed e.g.
 - IP Address
 - Pages of website accessed
 - Emails opened and links clicked.

Who has access to your personal data

In order to operate our business and deliver our services we rely on third parties to provide specialist support to us. To provide this support they will have access to, or a duty of care over your personal information. These providers are:

- Volunteers organising or providing a service
- Accountancy and finance providers
- HMRC (for gift aid) and other relevant national and local authorities
- Software providers
 - E.g. Eventbrite for managing events. Mailchimp for sending emails

International transfer

Generally your personal data is stored and processed on systems that are within the European Economic Area (EEA) and offer the same level of legal protection and rights over your data.

Certain cloud based IT services are based in the US and provide adequate security under Article 46 of GDPR (EU-US Privacy Shield)

Retention schedule

Type of data	Retention period
Financial records	6 years
Event signup records	3 years

Communications and emails	6 years
Online form responses	3 years
Details of services delivered	6 years

Legal basis for processing

We rely on the following grounds within the GDPR:

- Article 6(1)(b) – processing is necessary for the negotiation or performance of our **contracts** to provide you with our products and services
- Article 6(1)(c) - processing is necessary for compliance with a **legal obligation** to which we are subject.
- Article 6(1)(f) – in pursuit of **legitimate interests**
 - Applying for funding and reporting to funders.
 - To provide email newsletters to those interested in our work (we will include an unsubscribe link in all marketing emails)
 - To analyse and improve the effectiveness of our communications

Your rights

Under the GDPR you have the following rights:

- fair processing of information and transparency over how we use your personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure (i.e. deletion) of personal information concerning you, in certain situations. Please note that if you ask us to delete any of your personal information which we believe is necessary for us to comply with our contractual or legal obligations, we may no longer be able to provide care and support services to you;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances;
- claim compensation for damages caused by our breach of any data protection laws;

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

How to complain

Please do contact us if you have any queries or concerns regarding our use of your information on the details below. However, if you are unhappy with our response you can contact the [Information Commissioner's Office](#):

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113

Data controller details

The Forge Community Church, The Old Chapel, Forward Green, Stowmarket, Suffolk, IP14 5HP

How to contact us

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- **Post** –FAO: Data Controller, The Forge Community Church, The Old Chapel, Forward Green, Stowmarket, Suffolk, IP14 5HP
- **Telephone** – 01449 710437

Employee privacy notice

Forge Community Church

We ask that you read this privacy promise carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and other organisations in the event you have a concern. Please see the section on 'Your rights' for more information.

Introduction

We are The Forge Community Church ("The Forge"). In order that we can provide you employment, support and management we collect and use certain personal information about you.

Personal information means any information about you from which you can be identified, but it does not include information where your identity has been removed (anonymous data).

As the 'controller' of personal information, we are responsible for how that data is managed. The General Data Protection Regulation ("GDPR") sets out our obligations to you and your rights in respect of how we manage your personal information.

As the 'controller' of your personal information, we will ensure that the personal information we hold about you is:

1. used lawfully, fairly and in a transparent way.
2. collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. relevant to the purposes we have told you about and limited only to those purposes.
4. accurate and kept up to date.
5. kept only as long as necessary for the purposes we have told you about.
6. kept securely.

If you have any questions about this privacy notice or would like further explanation as to how your personal information is managed then please contact us (see 'How to contact us' below).

Purposes of processing

Purpose of processing	Examples
Maintaining employee file	<ul style="list-style-type: none">• To receive, record and process holiday requests from employees.• To manage statutory meetings.• To receive, record and provide support following receipt of a sick note.• To report and monitor performance• To conduct, record and communicate following probation period and appraisal period with employees.
Finance and payroll	<ul style="list-style-type: none">• To process expense payments for employees• To process payroll and benefits for employees.• Administering company credit cards
Safeguarding	<ul style="list-style-type: none">• Running DBS checks and other safeguarding best practice
Fulfilling our legal requirements	<ul style="list-style-type: none">• To monitor and ensure compliance with National Minimum Wage

	<p>Standard and other regulations.</p> <ul style="list-style-type: none"> • To receive, record, assess and report accidents as necessary. • To support any legal proceedings that may arise. • Maintaining appropriate insurances • To manage and provide training
General communications	<ul style="list-style-type: none"> • Emails and letters, sent and received.

Personal data we process

In our role as an employer we have to process a number of different categories of data. This includes:

- Name and contact details
- Bank details
- Pension details
- Tax details
- Sick leave details
- Pay, Performance, Annual leave, Contract terms
- Date of Birth
- Driving licence details
- Qualifications, Employment history, Other CV contents (including Referee details)
- Details of accidents
- Email communications

Certain information that we process is classed as 'special category data'. It is sensitive by nature. We have a higher duty of care in how we process this:

- Ethnicity
- Disability and medical details
- Criminal Convictions

Who has access to your personal data

In order to operate our business and deliver our services we rely on third parties to provide specialist support to us. To provide this support they will have access to, or a duty of care over your personal information. These providers are:

Category of recipient	Examples
Software service providers	Payroll software system, One & One
Communication service providers	Mobile phone providers
Finance and payroll service providers	Banks and Online Banking, Pension providers
Relevant authorities	HMRC, DVLA, Local authorities
DBS provider	https://www.gov.uk/guidance/responsible-organisations

Insurance providers	Insurance brokers
Training providers	As required.

International transfer

All your personal data is stored and processed on systems that are within the European Economic Area (EEA) and offer the same level of legal protection and rights over your data.

In certain situations we transfer your personal information to countries which are located outside the European Economic Area (EEA):

- A country where you are resident or located in temporarily

This will be for the purposes of communicating with you about your employment and operational matters while you are outside of the UK.

This international transfer is under Article 49(1)(b) - the transfer is necessary for the performance of a contract between the data subject and the controller

Retention schedule

Type of data	Retention period
Employee file	6 years post employment
Finance details	3 years post employment.
Pension or retirement benefit details	75 years post employment

Legal basis for processing

We rely on the following grounds within the GDPR:

- Article 6(1)(b) – processing is necessary for the performance of our **contracts** to provide customers with our services and you with employment
- Article 6(1)(c) – processing is necessary for us to demonstrate **compliance with the law** or regulatory frameworks
- Article 6(1)(f) – in pursuit of **legitimate interests**
 - To provide email and communications services

GDPR recognises that additional care is required when processing special category (sensitive) data such as your health. We process this under the following grounds within GDPR

- Article 9(2)(b) - Legal obligations under employment or social benefit law
- Article 9(2)(f) - Establishment, exercise or defence of legal claims or court.

Your rights

Under the GDPR you have the following rights:

- fair processing of information and transparency over how we use your personal information;
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- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
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