

DATA PROTECTION POLICY

MCF Community Church uses personal data about individuals for the purpose of general church administration and communication.

MCF Community Church recognises the importance of the correct and lawful treatment of personal data. And as such all personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the European Union General Data Protection Regulation.

Personal Data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

The General Data Protection Regulation (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU.

GDPR Principles

The principles require that personal data shall:

- Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and where necessary, kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures.
- Not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Use of Personal Data

MCF Community Church will comply with its obligations under the “GDPR” by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

MCF Community Church will use personal data for the following purposes: -

- To keep all informed of church services, activities, news and events;
- The day-to-day administration of the church:
 - i. pastoral care including calls and visits;
 - ii. manage employees;
 - iii. manage volunteers by preparation of ministry rotas;
 - iv. maintain financial records of giving/collection for church records, accounts and audit and tax purposes, including the processing of Revenue CHY tax rebate applications.
- Statistical analysis, such as defining church demographics.

Maintaining Confidentiality

MCF Community Church will treat all personal information as strictly private and confidential and will not disclose any data about you to anyone other than the Leadership Team, Board of Trustees and Ministry Leaders of the church in order to facilitate the administration and day-to-day ministry of the church.

Personal information will not be passed onto any third parties outside of the church environment.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent, with the following exception:

By providing us with details, members are giving the Church express permission to transfer their data to our mailing house service provider, MailChimp, to enable sending the weekly updates proficiently.

Legal basis for holding & processing personal data

Explicit consent of the individual whose data is held

There are four exceptional circumstances to the confidentiality clause above permitted by law:

- i. Where we are legally compelled to do so.
- ii. Where there is a duty to the public to disclose.
- iii. Where disclosure is required to protect your interest.
- iv. Where disclosure is made at your request or with your consent.

How long do we keep Personal Data

We keep data in accordance with the guidance set out within the GDPR i.e. for as long as long as necessary, mainly for up to 6 years after the calendar year to which they relate or till consent is withdrawn.

Further Processing

If MCF Community Church wishes to use personal data for a new purpose, not covered by this Data Protection Policy, then we will provide members with a Data Protection notice and current Data Protection Policy will be updated. The notice will explain the new use of personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek explicit individual consent to the new processing.

Rights to Access Information

All individuals whose personal data is held by MCF Community Church have the right to access any personal data that is being held in certain manual filing systems.

Please note personal Information may be withheld if the information relates to another individual.

Any person who wishes to exercise all relevant rights, queries or complaints please in the first instance contact the MCF Community Church Data Officer in writing. Please address all correspondence to:

FAO: The Data Protection Officer
MCF Community Church
Spout Well Lane
Mullingar
Co. Westmeath

The Data Protection Commissioner (Ireland) can be contacted via:

+353 (0761) 104 800;

email info@dataprotection.ie or

by writing to: The Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23