



ALL NATIONS CHURCH DATA PROTECTION TERMS and CONDITIONS (PRIVACY NOTICE)

All Nations Church Charitable Purposes

All Nations Church charitable purposes are for the public benefit and to advance the Christian faith in such parts of Bedford, the United Kingdom, or the World as the trustees may think fit; to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, and the provision of support. Also, to further Christian education including children of pre-school age and to provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Privacy Notice

Personal information is processed by All Nations Church, Bedford, for All Nations Church charitable purposes, under the following terms and conditions;

Newcomers, Regular Attenders and Church Members

Name and contact details, including postal address, email address, home and mobile telephone numbers, will be used to inform individuals about All Nations Church and its activities.

Demographic information (including age, sex, marital status and nationality), if provided, will be used to generate targeted information and to ensure that relevant support is available where appropriate. Contact details and associated demographic information will be held on a secure information system which is used by staff, elders, trustees and volunteers approved by senior staff. Information is not shared with anyone outside this group without the individual's permission. Unless otherwise requested by that person, this information will be retained for as long as the individual engages with All Nations Church, and for up to one year afterwards.

Livestream Broadcast

Church services and some other events are broadcast live online and available to view later. This allows those who are unable to attend in person to participate. The camera feed shows the stage and front section of the auditorium, so any who do not wish themselves or their children to appear online are requested to remain in the rear section. Sometimes, children are invited to come forward to participate in or get a closer view of an activity near the front. Any parent or guardian who does not wish their child to be visible online should ensure that the child remains out of shot or have their back to camera. A notice advising people of Livestream is displayed at the main entrance to the auditorium.

Social Media

Events and activities of All Nations Church are publicised on social media. Updates on past activities are also published, often accompanied by photographs of the event. Care is taken to avoid photographing children, but where children are an integral part of the event, their faces will be obscured. Anyone who does not wish to be photographed can advise the leadership or media team and their image will not be used in posts. A notice advising people that photographs are to be taken is displayed at the main entrance to the auditorium.

All Nations Church Website

Information published on the All Nations Church website via the internet is accessible world-wide. Each person's consent will be obtained before publishing personal information on the website. This includes photographs and special care will be taken with pictures of children and young people. For anyone under the age of 18 years, All Nations Church will obtain the consent of a parent or guardian for the child in question before publishing information about them. If the child is between the ages of 10 and 18, then consent will also be obtained from the child themselves.

Donations and Gift Aid

On Sundays, and when other collections are made, envelopes and cash are collected by church ushers and held in the church safe until recorded and the cash is banked. For those who donate using envelopes, contact details and donation amount are recorded. The envelopes associated with gift aid, either for a one-off donation or an existing mandate, are kept and held in secure storage. All other envelopes are shredded. Online and contactless payments are processed using third party providers and only information necessary to securely complete the transaction is shared with those providers. For recurring payments, card details will be retained by the service provider while the mandate is in force. For those giving by bank transfer or standing order, names and donation amount are stored on the finance database. Information is extracted from the finance database to claim Gift Aid, and to provide donors with giving statements on request. Regardless of payment method, donors may nominate a specific project or fund and this will be recorded together with the other details. Contact information may be used to thank first time givers, where appropriate, but for no other purpose. Personal data obtained in this way will not be used to request further donations or to carry out marketing activities. All Nations Church GDPR compliance and Gift Aid are noted on the giving envelopes. To comply with HMRC requirements, personal information is held in secure storage for seven years.

Groups and Teams

Individuals who participate in groups or teams, by accepting the invitation to join, agree to have their contact details shared with the activity leaders. Contact details will not be shared with others in the group or team without the individual's permission. It is often helpful to collaborate within a group or team using a shared platform, but participation in this would also require the individual's agreement.

Church Directory

Anyone who provides contact details will be included in the All Nations Church directory. Access to the directory is available online via a personal login where regular attenders can update their details, add a photo and control which information is visible to others who have access to the directory. By making their contact details visible, they grant permission for it to be shared with other regular attenders of All Nations Church. By default, their name will be visible, but not any contact details. Demographic information is not included in the directory. By using their personal login, individuals agree to only use details of others for personal contact and not for business or marketing purposes. They also agree not to share contact details with anyone who is not included in the directory. Regular attenders who are unable to access the online version may request that their details, including its visibility, is updated by church staff/administrators. They can also request the contact details of anyone else provided that the relevant information has been made visible.

Community Initiatives

Activities providing support or guidance for those in the local community may require participants to register their contact details. These will be shared with the leaders of that activity but not with other participants without the individual's permission. Contact details will only be retained for the duration of the activity unless participants have already provided contact details to All Nations or request information about future activities.

Young Persons Activities

When children are invited to attend mid-week activities without a parent or guardian present, then consent of a responsible adult is required. In addition to the name of the child or young person, any dietary allergy or safeguarding issues may also be recorded. In order to contact the parent or guardian in case of emergency, then the name and contact details of the responsible adult will also be recorded. This information will be retained during the time children are attending regular events, and if children stop attending up to the end of the academic year in which they last attended.

Youth and Children's Events off-site

When young people under the age of 18 years attend an off-site event, parents or guardians will be asked to complete and sign an application form. This will provide contact information in case of emergency and give details of any allergies or medical conditions to inform the event leadership team for the welfare of the young person. Contact details will be retained for one year in order to inform potential attendees and parents or guardians regarding details of the next event when released

Pre-School

On registration to All Nations Pre-school detailed personal information is provided by the child's parent or guardian. This will include contact details of the responsible adult for safeguarding purposes, as well as date of birth and national insurance number for funding purposes. Relevant medical and dietary information provided by the parent or guardian will be shared with Pre-school staff for health and safety purposes. Personal data will be retained for up to 2 years after the child has finished at pre-school, accident forms until the child is 18 years, and safeguarding forms for 7 years after the child has left pre-school.

Personal Consultation and Prayer Ministry

When an individual discloses personal information for the purpose of receiving prayer, counselling or other help and support, notes may be taken by the interviewer for background information. In these circumstances the interviewer will seek verbal consent to the note taking and will record the consent date at the top of the notes. These will be retained in a secure location for as long as the prayer, help or support continues, or destroyed earlier if requested by the individual. Otherwise, essential notes will be taken without identifying the individual.

Disclosure and Barring Service

All Nations Church is no longer an Umbrella organisation for DBS. However, the application date and number is retained securely on the All Nations Church server for three years, along with the certificate number only if that has been provided by the applicant.

Weddings

Personal information as required by the General Register Office, HM Passport Office, is collected for marriage registers on application for weddings, in order for a marriage to take place. The information prior to the wedding ceremony is kept in a locked filing cabinet and destroyed immediately after the wedding. Marriage registers are retained permanently in a fireproof safe as required by the General Register Office in order for quarterly returns to be made and evidence of weddings that have occurred.

Compassion Fund

Requests for financial support are considered by Senior Staff and, if approved, recipients are asked to sign a receipt, which together with the appropriate authorisation is kept secure for seven years as required by HMRC.

Trustees

All Nations Church Trustees, also known as Directors, provide personal contact details as required by Companies House and the Charities Commission, and this information is published on the Companies House and Charity Commission websites. Trustees also provide personal bank account details if they need to claim expenses. This information is kept secure on a database for seven years after resignation or according to HMRC regulations in force.

All Nations Church Staff

Staff employed by All Nations Church are required to provide address and contact details, as well as next of kin in case of emergency. Bank sort code and account number, tax code and NI number are also held secure on a database, and kept for seven years after resignation or retirement or according to HMRC regulations in force at the time.

Right to View, to Amend, or to be Forgotten

For information lawfully retained on the consent basis you can withdraw your consent at any time, and you have the right to ask to see copies of any personal information held by All Nations Church, and to ask for the details to be updated, changed, or deleted. Unless otherwise requested, if you move away or cease involvement with All Nations Church your personal details will be removed after an appropriate period as soon as practicable normally after a year of inactivity.

Subject Access Requests

As soon as a Subject Access Request is received this will be passed immediately to the Church's Data Protection Officer (or the Lead Elder in their absence). Any legitimate information requested will be provided to the person submitting the request within 28 days.

Data Breaches

In the event of a data breach the Data Protection Officer together with the Administrator and Lead Elder will be notified who will initiate an investigation. If necessary, all activity in the area of the breach will be suspended until the investigation has been completed. The person or persons who reported the breach will be notified of the outcome within 28 days.

Review and Audit

An overview review of data protection will be carried out at regular intervals, and a detailed audit will be undertaken of any new areas of activity.

Further Information

If you are unsure or have any queries, please speak to the Data Protection Officer or contact:

The Operations Lead, All Nations Church, 79 Brickhill Drive, Bedford Mk41 7QF

Tel: 01234 273773

Email: office@allnationsbedford.org

Website: www.allnationsbedford.org

Charity number: 1128500

Company number: 6829106

Hsiu-Yi Ou Yang

Dayo Fagbenro

Operations Lead

Data Protection Officer