



Contact details and Data Privacy Booklet

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Cornerstone Church Grays is a registered charity

Registered Charity Number 1192558

Registered Office: 15 Buttell Close, Grays, RM17 6UN

www.cornerstonegrays.org



Unexciting but important

To help make church life run as smoothly as possible it is necessary to keep and process some personal details. This includes things like name and address, telephone, email, the things in church life you have agreed to help with, etc.

The law in the UK means we can use some information about our church family for some specific reasons without your consent. However, in the spirit of transparency, we like to have the specific permission of individuals in the Cornerstone Church family to hold and use your data.

This booklet:

- requests for up-to-date information
- asks for your permission to hold and use your data
- details how we use and don't use peoples data (also known as a Data Privacy Notice)

It really helps our church life together if everybody in the Cornerstone Church family reads this booklet and then completes (and returns) the booklet to one of the elders. This is the case whether you are a church member or not.

Roughly every 3 years we ask everybody in our church family to complete the information in this booklet again (even if they have done it previously). This helps to keep our data accurate and gives the church family more obvious control over their data.



Your contact details

Name _____

Date of Birth _____
(DoB is optional)

Address _____
(inc Post Code) _____

Telephone Number _____

Mobile Number _____

Email 1 _____

Email 2 _____

If you have children who are under 18 who are part of our church family, please complete this section.

Child's Name

Date of Birth

Please continue onto the next page



Cornerstone Church using your Data

It would really help the church if you are willing to let the church use your information as described below. To do so, please tick the box below.

I consent to the church using the information given on the previous page to...

- Keep me informed about news, events, activities, initiatives, and services at Cornerstone Church.

AND

- Enable our church to provide Pastoral Care (e.g. to contact you if you are unwell).

AND

- Enable our church to organise and contact you with regard to events or ministries (serving teams) that you have agreed to help with.

To consent to all 3 points above please tick this box.

Please continue onto the next page



WhatsApp Groups

Cornerstone Church wants to help our church family stay in touch with each other. One way to do this is via a couple of WhatsApp groups.

If you would like to join a WhatsApp group, please tick the box below.

I consent to the church inviting me to join our WhatsApp groups and understand that some necessary parts of the conversation will be from time to time appropriately shared with Cornerstone Church Family members who do not use WhatsApp.

To consent to the above please tick this box.

Sharing Contact Details with our Church Family

From time to time we hope to share with our church family contact details of other members of the church family. This is a bit like a 'Church Directory'.

To consent to some of your contact details being shared with everyone in Cornerstone Church please tick this box.

If you tick the box, we will share your name and any details you provide below. If you leave an item blank, that information will not be shared.

Email _____

Mobile _____

Telephone (landline) _____

Please continue onto the next page



How you would prefer Cornerstone to contact you?

Sometimes people have a preference of how the church should contact them. If you do have such a preference, please indicate this below by writing

- "1" next to your preferred communication method
- Then use "2", "3", etc next to any other preferred methods.
- If you do not wish for the church to use a particular communication method to contact you, please indicate by writing 'do not use' next to the relevant preference.

If you leave a communication method blank, it is understood that you don't have a preference for that method but are happy to be contacted via it.

Communication Preferences

	Preference
Phone call - Telephone (landline)	
Phone call - Mobile	
Messages – Email	
Messages – WhatsApp	
Short Messages – Text	

Please note that in emails sent to the whole church family it is our practise to use bcc (blind carbon copy) so your email address is kept private.

Please continue onto the next page



And lastly... we need your signature!

By signing this form you are confirming that you consent to Cornerstone Church, Grays holding and processing your personal data for the purposes which you have granted consent (i.e. the boxes that you ticked on the previous pages)

Signed: _____ Date: _____

Where you do not grant consent we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

You can withdraw or change your consent at any time. To do so please email dataprivacy@cornerstonegrays.org

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law.



Data Privacy Notice

Cornerstone Church, Grays is committed to ensuring that any personal data we hold about you and your family is protected in accordance with data protection laws and is used in line with your expectations. This notice relates to data collected from you in church life and data collected by our website.

In summary: Your data is only used within church life and is only passed onto external bodies or other people at Cornerstone Church with your explicit permission.

If you would like to look at our Data Protection Policy, this can be found on our church website at www.cornerstonegrays.org/policies

Relating to data collected from you in person at church events

1. What is personal data?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Cornerstone Church Grays is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. What data do we collect?

- Name, date of birth and gender
- Contact information such as email address, postal address and telephone numbers
- Family relationships between our data (e.g. parent, child, grandparent)
- Financial information relating to giving and gift aid (including bank details)



- Parental consent forms for children and youth work (including medical and photo consent)
- Additional details relating to volunteers, such as experience with children and references for DBS
- Attendance records (registers) for certain groups

4. Your rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you
- The right to request the correction of any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for us to keep it
- The right to withdraw your consent to the processing at any time
- The right to data portability (obtaining a copy of your data to re-use with another organisation)
- The right to object to us using your personal data for particular purposes
- The right to lodge a complaint with the Information Commissioners Office

5. Our principles of use

Under the obligations of the GDPR the data we hold is:-

- Collected and processed for a lawful reason, and in a fair and transparent way
- Only used for the purpose that we originally collected it
- Limited to that which is necessary for the stated purpose (in other words, we don't collect irrelevant data)
- Accurate and kept up to date
- Kept only for as long as it is necessary



- Kept securely whether it is held on paper or electronically

6. How do we use your data? (this is known as processing)

We use your personal data to enable us to achieve the aims of gospel ministry in Grays and beyond, including but not limited to the following 2 consent categories:-

a-Pastoral oversight and the administration of the church family:-

- To provide appropriate pastoral care
- To administer membership records
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees and volunteers e.g. info for DBS (Disclosure and Barring Service)
- Statistical analysis regarding the make-up of the congregations

b-Communication:-

- To inform you of news, events, activities and services
- To promote the interests of the charity including raising funds
- To operate the website and other internet related services to deliver information

7. What is the legal basis for processing your personal data?

- Explicit consent of the data subject or the parent / guardians of children so that we can keep you informed about news, events, activities and services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.



8. Sharing your personal data

Your personal data will be treated as strictly confidential. Authorised personnel will only share your information with other members of the church for purposes connected with the church.

9. How long do we keep your personal data?

We keep data in accordance with our legal obligations and specify retention periods in our Data Protection Policy.

Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, we will seek your prior consent to the new processing.

Additional information relating to data collected by this website

Cornerstone Church Grays operates this website
www.cornerstonegrays.org

This website collects no Personal data unless you sign up for contact newsletters. If you do this we will ask you to provide us with your name and email address so we can send you the messages. Your information will not be used for any other purpose. We do collect anonymous usage data for improving and monitoring the site. By using the website, you agree to the collection and use of information in accordance with this policy. Information about Google Analytics and Cookies can be found on our cookies page.

Contact Us

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance at dataprivacy@cornerstonegray.org. Alternatively, you



can contact the Information Commissioner's Office on 0303 123 1113
or at <https://ico.org.uk/concerns/>



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Further information

Further information can also be found on our website or in further booklets. Below is a list of booklets and/or website links that you might find helpful.

The paper booklets will normally be available at Sunday Services on the Welcome Table and pdf versions are also available on the website.

Aims, Values and Beliefs Booklet

www.cornerstonegrays.org/our-priorities
www.cornerstonegrays.org/our-beliefs

Children and Young People Booklet

www.cornerstonegrays.org/children-youth

Giving Booklet

www.cornerstonegrays.org/giving

Membership Booklet

www.cornerstonegrays.org/membership

Bible Study Groups Booklet

www.cornerstonegrays.org/small-groups

Safeguarding Policy

www.cornerstonegrays.org/safeguarding

Serving Teams Booklet

www.cornerstonegrays.org/serving-teams

Sharing Jesus with Others

www.cornerstonegrays.org/evangelism

Welcome to Cornerstone Church Booklet

www.cornerstonegrays.org/church-life

