



Policy Name: FCC General Data Protection Policy
Owner: Forefront Community Church Leadership Team
Date Reviewed: April 2025
Next Review: April 2026

Forefront Community Church General Data Protection Policy and Privacy Statement

Our contact details:

Name: Forefront Community Church (FCC Centre)

Address: 42 Fore Street, Chard, Somerset TA20 1QA

Phone Number: 01460 66080

Office E-mail: office@forefront.org.uk

Website: www.forefront.org.uk

Registered Charity No: 1139006 England and Wales

Contact: Under Data Protection legislation, the church administrator of FCC acts as the Data Controller and can be contacted by ringing the phone number above or emailing administrator@forefront.org.uk

Our commitment to you

FCC is committed to ensuring the security and confidentiality of all personal data it holds, in accordance with the General Data Protection Regulations 2018.

The type of personal information we collect:

Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.

We will only hold the personal data we need in order to safely and effectively provide services and run groups and events organised by FCC.

Specifically, we currently collect and process the following information (not necessarily all data for every person in each category).

- Personal identifiers, contacts and characteristics, including:
Full Name, Full Postal Address, Telephone Numbers, e-mail Address, Social Media Addresses, Relations to each other (ie. siblings, children, spouse, etc).
- Financial Details:

Bank Account details, Income Tax data, NI Number, Employment contractual details.

- CCTV Data:
Video image capture of all individuals entering and leaving FCC (address as above). This data is recorded and retained for a specified period (NB: audio is not captured or recorded).

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one or more of the following reasons:

- You are a member (or a relation/friend of a member) of FCC.
- You are a user/benefactor of FCC facilities and/or its provisions.
- You contribute financially to FCC.
- You are in receipt of financial support from FCC (e.g., Hardship, Mission, etc).
- You are a provider to FCC (i.e., a member of an organisation other than ours).
- You are an employee of FCC.
- You receive communications (newsletters, emails, etc) from FCC.

We also receive personal information indirectly, from time to time in the following scenario:

- Where you have made your contact information available on your organisation's website (or social media) and we use this to contact you and your organisation to provide services/information to/from us.

We use the information that you have given us in order to:

- Provide other members contact details to you, and to allow communication between members and FCC as a whole.
- Process financial activities (e.g., giving/collections, payroll, expenses, support, etc).
- Provide information/data to you.
- To aid security (personal and material) at FCC by use of CCTV.

We may share this information with the following recipients. However, no data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual, in particular when putting information on the Web which can be accessed from anywhere in the world:

- Other members of FCC.
- The Charity Commission (e.g., registering of Trustees).
- HMRC (for employees payroll, giving Gift Aid, etc).
- Accountants (currently Lentells).
- Other outside organisations as appropriate (e.g., conferences, other churches, hospitalities, etc). Please note, we will not share your personal data with any outside organisations or individuals except where it is essential for safe and effective running of the group, event or service, and only with your prior permission.

Lawful bases

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

Your consent. You are able to remove your consent at any time. You can do this by contacting the FCC Administrator (details above).

How we store your personal information

Your information is securely stored, and we treat your personal information as follows.

- Personal identifiers, contacts and characteristics:

Your data is stored securely on the FCC computer which is password protected and locked filing cabinet and accessible only by authorised staff (the Office Administrator, the Church Pastoral Leader, and the paid Receptionists)

A Contact Sheet containing some data of FCC members is made available to them only and is signed for individually by each member on receipt of this data. This Contact Sheet is updated annually, and the old data is deleted from the computer at this time.

We will review all personal data held by us annually, and where required will be deleted.

- Financial Details:

This data is held securely on the FCC Treasurer's computer which is password protected, and accessible only by the Treasurer. Read only access is also available to authorised personnel (namely the Church Administrator and the Church Pastoral Leader). Permission by way of direct debit/standing order mandate is required for regular giving electronically. A list of those members and their details who give financially to the Church is kept at FCC Centre, locked in a secure cabinet. This data is annually reviewed and any not required is deleted. In accordance with HMRC policy, some financial details are required to be stored for 6 years after such data no longer applies (e.g., employee left work). Where relevant, after this period such data is deleted.

- CCTV Data:

This video data is recorded on a dedicated password protected FCC computer. This is accessible by trained authorised persons only. The data is continually overwritten (i.e., deleted) every two days.

Your data protection rights:

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights.

How to request data and complain

Please contact us using the above details if you wish to make a request, by submitting a 'Subject Access Request' to the church administrator. If you make a request, we have one month to respond to you.

If you have any concerns about our use of your personal information, please speak to the church administrator at the details given above.

You can also complain to the ICO if you are unhappy with how we have used your data, at the following address:

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Policy Review

We will review this Data Protection Policy annually, and whenever the regulations change.

Signed for FCC:



Name: Julie Bristow

Position: Chair Trustees

Date: 15.04.25