

# CASTLEREAGH FELLOWSHIP

## DATA PRIVACY POLICY

Regarding the usage of personal data, Castlereagh Fellowship seeks to abide by the requirements of General Data Protection Regulation (GDPR).

Castlereagh Fellowship makes use of personal data for the following purposes:

- maintaining membership details for imparting information concerning meetings, events and prayer requests
- maintaining records of attendance at children's and youth activities
- collecting parental permission slips for children's attendance at clubs, events and outings
- maintaining financial records including that required for the submission of an annual Gift Aid claim

Castlereagh Fellowship undertakes to meet its obligations under GDPR by the following means:

- gaining explicit consent to the holding of personal data
- keeping personal data up to date
- storing personal data in a secure manner
- disposing of personal data in a secure manner
- not collecting or retaining excessive amounts of personal data
- limiting access to personal data to persons approved by the Fellowship
- unless explicit consent is given, refusing to share personal data with other persons or outside bodies other than that which is required by law or for a strictly defined purpose such as the auditing of accounts or the submission of a Gift Aid claim
- responding in a timely manner to requests from individuals as to what personal information is held on them, and complying with requests for the deletion of information upon any withdrawal of consent
- where a concern regarding the welfare of a child or adult at risk warrants contact with the relevant authorities, the requirement to maintain confidentiality is overridden but the release of information will be restricted to those authorities

In line with the requirements of Data Protection law, CF seeks to abide by good practice with regards to the use of photographs and technological communication. Photographs of children will not be used without explicit consent being given and names or addresses will not be identified. Adult leaders are expected to follow guidelines respecting interaction with young persons via mobile phones or social media platforms (these protocols are set out in CF's Safeguarding Policy.)