

Dear Parents/Guardian,

**Re: General Data Protection Regulation (GDPR) - Update**

You may be aware of the impending General Data Protection Regulation, commonly referred to as GDPR, which will replace the current Data Protection Act. This Regulation comes into force on 25<sup>th</sup> May 2018.

What's really important about GDPR is that it makes sure all organisations including churches have stronger data and privacy rules when it comes to protecting personal data. We, thereby, are under the obligation to explain clearly to you, as a parent/guardian, as to why we are collecting, holding and processing your child's personal data and how we intend to use it.

The GDPR outlines that where a child is below the age of thirteen, it is mandatory that the consent of the parent or guardian is gained before the information of their child can be collected and processed.

Under the existing Data Protection Act, we remain compliant. However, we are writing to you as part of our commitment to be compliant ahead of GDPR coming into force.

At the North England Conference ("NEC") and our local churches, we continue to ensure our existing data protection processes and procedures are robust in securing and processing personal data. We can assure you that we only collect the personal data that we need to be able to fulfil any arrangements we have entered into with you on behalf of your child (such as Pathfinders, Adventurers, Camporee, Youth events, Bible Study, Day of Fellowship, circulation of general Christian literature, Church bulletins, etc.); unless we consider that we need to use your personal data for another reason that remains compliant with GDPR and is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain why, including the legal basis which allows us to do so.

**Adventist Church Management System (ACMS)**

As part of the ongoing preparations for the implementation of GDPR, the North England Conference (NEC) has fully implemented a new centralised database system (ACMS).

Historically, your child's personal data was kept at your local Church as well as at the NEC. This has changed and the NEC will now be keeping your child's personal data on the central

system. Although, there will remain some copies of paperwork retained at the local church; this will be managed in accordance with GDPR regulations and training will be provided. This system allows only your Pastor and Church Clerk/Assistant(s) access and is password protected. For the avoidance of doubt, a Pastor and Church Clerk/Assistant(s) from a different Church and Area cannot access your child's personal data.

### **The Right to be informed**

We are legally obligated to inform you of the purpose for holding your child's personal data/information and what we do with it. Below are examples of the purpose and its usage for collecting and processing your personal data. This is not an exhaustive list.

#### The NEC

Purpose:

- Keep a true record of the church membership (where applicable)
- Keep a record of registration/member of church groups e.g. Pathfinders

Usage:

- Publications e.g. messenger and such publications

#### You're Specific Church

Purpose:

- Keep a record of contact details

Usage:

- For visitation
- Church business meeting (*where applicable*)
- Church board meeting minutes (*where applicable*)
- Pastoral care purposes
- In relation to your participation in our local church activities
- To fulfil volunteering activities
- In order to communicate with you (e.g. by letter, email or telephone) for example to provide information relating to our church business
- In order to further our charitable aims, e.g. such as for fundraising activities;

- For the publishing of church information leaflets such as the bulletin and on the webpage of your Church
- For internal administration for example, Pathfinder and Adventurer Registration, Sabbath School records
- Internal departmental WhatsApp, Facebook groups, Twitter, Instagram etc.

### **Retention Period**

We will only retain your child's personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal requirements.

### **Your Right Not To Consent**

You have the right not to give consent and/or require your child's information to be erased. Should you choose to opt out, and then please be aware of the implication(s), and that in essence over time the church will find it difficult to keep in touch with your child and maintain on-going pastoral care and a relationship with them. However, this is your right, including wishing for your child's personal details to be erased.

If you consent to the information related to your child's personal data being used in the above ways then please complete and sign the form attached. It's important that we hold the most up-to-date personal information for your child, so when a change to your child's personal data arises please could you take the time to update where necessary with your Church Clerk.

Should you have any questions in the first instance please refer to the 'Staff Privacy Notice' Statement on the NEC website, which gives transparency about how we store and use data. If you are concerned that a data breach may have occurred? Or if you have any queries? Please email [gdpr@necadventist.org.uk](mailto:gdpr@necadventist.org.uk) or contact your Church Clerk.

Yours sincerely

Pastor Alan Hush

Executive Secretary

**For and on behalf of North England Conference**

## CONSENT FORM

Your child's privacy is important to us, and we want to communicate with them in a way which has their consent and is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact your child. If you are in agreement for us to contact them by one or more of the means outlined below please fill in the contact details you want us to use to communicate with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this form you are confirming that you are consenting to the North England Conference and your local church to process your child's personal data as described in the letter, which I accept is not an exhaustive list (please tick the boxes where you grant consent):-

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

### Opt In

I consent to the North England Conference contacting my child by  post  phone or email.

I consent to my local Church where I attend contacting my child by  post  phone or email.

### Opt Out

I do not consent to the North England Conference contacting my child.

I do not consent to my local Church contacting my child.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your child's personal data; (so for example we may not be able to let you know about forthcoming services and events); 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 find out more about how we use your child's data from our "Privacy Notice" which is available from our website or from your local Church.

You can withdraw or change your consent at any time by contacting your Church clerk or [gdpr@necadventist.org.uk](mailto:gdpr@necadventist.org.uk). Please note that all processing of your personal data will cease once you have

withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

North England Conference is a Registered Charity, No 1045501