

The Church on the Heath - Data Protection Policy March 2018

Terminology

The main database is called ChurchSuite.

The user front-end is called MyChurchontheHeath

Database

The church currently holds information about people in our fellowship, including electronic and paper records, which are stored in many places.

This new database is a reformatting, upgrading and updating of the data we already hold. As such, the permissions already in place apply.

The primary purposes are:

- To bring all the contact information for people into a single, secure, accessible location so that our admin overheads are reduced
- To give people responsibility for maintaining their own contact details so that it is not done by the admin staff
- To centralise some of the communication methods we use, again reducing overheads
- To facilitate a better understanding of our demographics and, consequently, improve strategic planning

Security is managed at an extremely high standard appropriate to databases of personal information. Further information on security can be found at <https://churchapp.co.uk/tour/security>.

Access (see Appendix)

The staff team will have access to the full database in ChurchApp.

Key volunteers will have access to modules appropriate to their ministry, decided by role, for example, but not exclusively, Secretary, Treasurer, pastoral team, home groups co-ordinator, youth/children's leaders.

People who are both regular attenders and in the database will have 3 types of access:

- Write access to their data, and that of their children, so that they can choose what information to give, their own privacy settings and can maintain it when it changes
- Read access to an electronic address book of all adult contacts in the database who have chosen to be visible (like the printed address book we have now)
- Read and e-mail access to any small groups of which they are a member

People who are not in the database will have no access.

People who are occasional attenders will have access to MyChurchontheHeath to update their own details but will not have access to the electronic address book.

People who are leaders of small groups or ministry areas will have additional access to maintain the list of who is a member of their group and collect attendance information if appropriate.

Data Protection

The Church on the Heath has a data protection policy which is compliant with those of its supporting denominations.

When individuals give their information they are explicitly (on the form) giving permission for it to be entered into the database.

As a part of the implementation of the new version of the database, individuals will have the opportunity to re-read the data protection statement and choose to leave it if they have concerns about the use of their data.

Child data

Access to children's data is restricted to their own parents/carers, staff and youth/children's leaders.

Parents or primary carers will be responsible for updating their child's information in the database.

- This includes the information that the leaders currently hold, e.g. parental contact details, medical and special needs.

Children whose parents are not regular attenders will be a special case. These parents will have access to MyChurchontheHeath to update their details and those of their children but will not be able to use the electronic address book.

Approved by Church on the Heath ECC, 8th September 2014

Appendix

Current access levels to the database and role holders (March 2018):

r/w: read & write access r: read only **bold:** admin access

Role	Holder	Address Book	Children	Small Groups	Bookings	Calendar	Rotas	Giving	Attendance
Database Administrator	Betty Hayes	r/w	r/w	r/w	r/w	r/w	r/w	r/w	r/w
Minister	Patrick Butler	r/w	r/w	r/w	r/w	r/w	r/w	-	r/w
Minister-in-training	Betty Hayes	r/w	r/w	r/w	r/w	r/w	r/w	-	r/w
Minister-in-training	Jason Riordan	r	r	r	r	r	r	-	r
Secretary	Paul Roberts	r/w	r/w	r/w	r/w	r/w	r/w	-	r/w
Treasurer	Geoff Sare	r/w	r/w	r/w	r/w	r/w	r/w	r/w	r/w
Office	Polly Duncan	r/w	r/w	r/w	r/w	r/w	r/w	-	-
Office	Angela Richards	r/w	r/w	r/w	r/w	r/w	r/w	-	-
Office	Kim Gilbert	r/w	r	r/w	r/w	r/w	r/w	-	-
Youth Leader	Ian Yeneralski	r	r/w	-	r	r	r/w	-	-
Children Leader	Marian Fairbairn	-	r/w	-	r	r	-	-	-
Children Leader	Kate Wakley	-	r/w	-	r	r	-	-	-
Children Leader	Pip Yeneralski	-	r/w	-	r	r	r/w	-	-
Children Leader	Tracey van der Meijden	-	r/w	-	r	r	r/w	-	-
Children Leader	Tracey Anne Evans	-	r/w	-	r	r	r/w	-	-
Pastoral Team	Marion Hale	r/w	r/w	r/w	r	r	r	-	-
Pastoral Team	Ruth Crane	r/w	r/w	r/w	r	-	-	-	-
Pastoral Team	Rosemary Beal-Preston	r/w	r/w	r/w	r	r	r	-	-
Home Groups Co-ordinator	Andrew Cullingford	r	-	r/w	r	r	-	-	-
Website Calendar	Liz Cooper	-	-	-	r	r/w	r	-	-
Data Protection Officer	Julie Adams	r/w	r/w	r/w	r/w	r/w	r/w	r/w	r/w

New additions to the user community will be approved by the ECC.

This table will be maintained by the Database Administrator.

Access to the Giving Module is restricted to the Treasurer by passcode. At March 2018, this module is not in use, pending further consideration.