



GENERAL DATA PROTECTION REGULATIONS [2018]

Holy Trinity Church, Jesmond processes personal data for the following purposes:

1. Contact details of Church Members to inform them of Church events and matters.
2. For legal obligations, e.g.
 - a. Processing gift aid applications to HMRC.
 - b. Electoral roll.
 - c. Employees' details.
3. Rotas of Church duties.
4. Membership of Church Groups.
5. Persons attending Church events.
6. Persons hiring the church and/or church hall.
7. Consent of Church Members being contacted.
8. Details of births, baptisms, weddings and funerals.

Personal data will NOT be disclosed to any third parties without the consent of the individual(s) concerned.

Personal data will only be kept for as long as it is relevant to the purpose it is being kept for, after which it will be destroyed securely.

INDIVIDUAL RIGHTS:

1. Individuals are entitled to examine their and their dependants' details kept by Holy Trinity Church [Jesmond].
2. Individuals may have their personal data removed from any list held by Holy Trinity Church [Jesmond] on request to either: the Data Controller, Data Protection Officer or Church Administrator.
3. Individuals have to give Holy Trinity Church [Jesmond] explicit instructions that their data may be retained. Appropriate forms for this consent will be issued for you to fill in.

DATA CONTROLLER

Revd. Mark Wroe
(0191) 2813399
mark@htj.org.uk

DATA PROTECTION OFFICER

Douglas Lovelock
[0191] 2813399
douglasjlovelock@gmail.com

CHURCH ADMINISTRATOR

Mrs Alison Edwards
[0191] 2813399
office@htj.org.uk