

## YEC Privacy Notice (May 2018)

**Who we are** York Evangelical Church (YEC) is an independently constituted local Christian church. We started in 1982. We belong to the Fellowship of Independent Evangelical Churches (FIEC), a network of over 500 local churches in the UK. We are also a registered charity (no. 1170144).

**How we obtain and use personal information** Almost all the personal information we obtain is supplied by the person concerned when they fill in a paper or electronic form, or send us a letter, e-mail or text message. Exceptions such as letters of reference are obtained with the consent of the person concerned.

Often we obtain only basic information such as a name and contact details, and perhaps gender and date of birth where these are relevant. This information is used by those in YEC who organise events or lead groups in which a person is involved or has expressed interest. The organisers may use it to plan appropriately and to keep an appropriate record of who is involved. They may use it to contact people from time to time by email, text or phone, to let them know about events or groups likely to be of interest to them, if they have given consent for contact in this way.

Members of the church provide fuller information about themselves on a form used to apply for membership, informing a membership interview with church leaders. Members may subsequently choose to disclose further personal details within YEC, for example to be included in internal bulletins, or for the use of the church Treasurer.

**Who has access to the information** We share personal information only with the appropriate people within YEC. Any form requesting information also says with whom it will be shared. Information is never passed on to others without the explicit request or permission of the person concerned.

With their consent, the name, address and phone number of each person formally registered as a member of YEC, along with an email address and photo if supplied, are made available to all members of the church. E-mail addresses are also added to an electronic distribution list for mail addressed to all YEC members, and where appropriate to more specific mailing lists within YEC.

**How long we keep the information** Information about non-members is retained for as long as their declared interest in YEC, or events or groups organised by YEC, continues. A request to be removed from our records can be made at any time. There is also an annual review process: if someone has not been in touch with us during the past year, they are contacted to ask if they wish to remain on our records.

For members, information is retained until a year after their membership ends. Some limited kinds of information about members may be retained indefinitely: for example, in the minutes of quarterly members' meetings.

**How the information is kept secure** Digital forms and other documents are securely stored in YEC's password-protected Google Drive. Phone numbers and e-mail addresses only may be held on mobile devices belonging to YEC members who organise relevant events or groups. Personal papers are filed securely in the Church Office.

**How to contact us** For all enquiries about data protection at YEC please mail [dataprotection@yec.org.uk](mailto:dataprotection@yec.org.uk).