

Data Protection Policy

1. Data protection principles

Hope Church Lancaster is committed to processing data in accordance with its responsibilities under the GDPR (General Data Protection Regulation).

The 7 key principles of the GDPR are:

1. Lawfulness, Fairness, and Transparency:

Data processing must be lawful, fair, and transparent to individuals.

2. Purpose Limitation:

Collect data for specified, explicit, and legitimate purposes, and do not process it further in a way that's incompatible with those original reasons.

3. Data Minimisation:

Only collect and process personal data that is necessary for the intended purpose.

4. Accuracy:

Keep personal data accurate and up-to-date, taking reasonable steps to correct or delete inaccurate data.

5. Storage Limitation:

Store personal data for no longer than is necessary for the purposes for which it was collected.

6. Integrity and Confidentiality:

Process data securely, protecting it from unauthorized or unlawful processing, accidental loss, destruction, or damage.

7. Accountability:

The data controller is responsible for, and must be able to demonstrate, compliance with these principles.

2. General provisions

- a. This policy applies to all personal data processed by Hope Church Lancaster.
- b. The Church Secretary shall take responsibility for Hope Church Lancaster's ongoing compliance with this policy.
- c. This policy shall be reviewed every 2 years.
- d. Hope Church Lancaster shall register with the [Information Commissioner's Office \(ICO\)](#) as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. Individuals have the right to access their personal data and any such requests made to Hope Church Lancaster shall be dealt with in a timely manner.
- b. How we collect data. We do this through:
 - i) Connect cards (both on-line & hard copy)
 - ii) Serving on a ministry or team at Hope Church and or Lifegroups
 - iii) Connecting with us through baptism, weddings and other church events
 - iv) Children's church / Youth group
 - v) Use of car park / permits

4. Lawful purposes

- a. All data processed by Hope Church Lancaster must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in Hope Church Lancaster's systems.

5. Data minimisation

- a. Hope Church Lancaster shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- a. Hope Church Lancaster shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- a. To ensure that personal data is kept for no longer than necessary, Hope Church Lancaster shall archive or delete personal data that it does not have permission to have anymore and/or is outdated.

8. Security

- a. Hope Church Lancaster shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Hope Church Lancaster shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO

Hope Church's [Privacy Policy](#) explains how your personal data is processed.

Revisions:

January 2026: Policy reviewed by Church Secretary (MG) and Treasurer (TM).

Data consent email sent out to all contacts with an email address February 2026.

Next review date January 2028