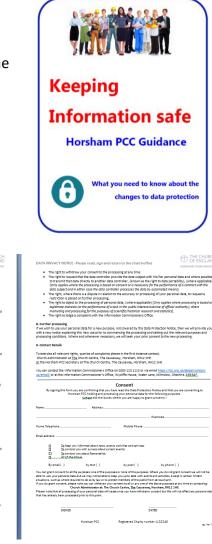
A brief introduction to

ChurchSuite

Before you start

When handling personal Data please make sure that you follow the Parish guidance - Keeping Information Safe

Copies available from your **Church Administrator**.



Please remember that when data is collected, everyone must be made aware of and sign the **Parish Data Privacy notice**.

Copies can be found in Team Churches and on Church Web-Sites.

| 2. Wh | pare we? |
|------------------------|--|
| | IC of Horsham is the data controller (contact details below). This means it decides how your personal data is process |
| and fo | r what purposes. |
| | do we process your personal data? |
| | C of Horsham complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and |
| | ying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, |
| | , unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect |
| Becco | yg) deta. |
| Weus | e your personal data for the following purposes: - |
| • | To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specifi |
| | in our constitution; |
| • | To administer membership records; |
| • | To fundraise and promote the interests of the charity; |
| • | To manage our employees and volunteers; |
| • | To maintain our own accounts and records (including the processing of gift aid applications); |
| • | To inform you of news, events, activities and services running in the Parish of Horsham; |
| • | To share your contact details with the Diocesan office so they can keep you informed about news in the diocese an |
| | events, activities and services that will be occurring in the diocese and in which you may be interested. |
| 4. Wh | at is the legal basis for processing your personal data? |
| | plicit consent of the data subject so that we can keep you informed about news, events, activities and services and |
| | ocess your gift aid donations and keep you informed about diocesan events. |
| | ocessing is necessary for carrying out obligations under employment, social security or social protection law, or a |
| | ilective agreement; |
| Pf | ocessing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - |
| | the processing relates only to members or former members (or those who have regular contact with it in |
| | connection with those purposes); and |
| | there is no disclosure to a third party without consent. |
| | ring your personal data |
| | ersonal data will be treated as strictly confidential and will only be shared with other members of the church in order |
| | y out a service to other church members or for purposes connected with the church. We will only share your data wi |
| third p | arties outside of the parish with your consent. |
| | v long do we keep your personal data'? |
| | ep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is |
| availal | ble from the Church of England website (see footnote for link). |
| | cally, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 |
| years | after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently. |
| 7. You | r rights and your personal data |
| | subject to an exemption under the GDPR, you have the following rights with respect to your personal data: - |
| | The right to request a copy of your personal data which the PCC of Horsham holds about you; |
| | The right to request that the PCC of Horsham corrects any personal data if it is found to be inaccurate or out of dat |
| | The right to request your personal data is erased where it is no longer necessary for the PCC of Horsham to retain |
| | such data; |
| | |
| 1 Detail | s about retendion periods can currently be found in the Record Management Guides located on the Church of England website at |
| | |

Church Suite

Horsham Team Parish is now using **Church Suite** to store all **personal data** and to run the administration of the individual Churches. This is to help the Parish comply with **GDPR**.

There are three elements to Church Suite;

Church Suite -for main Admin users / Team or Group leaders

My ChurchSuite - for all members of the Parish to have control of the Data held and to access rotas and communications

Connect - enabling newcomers sign up and group registration at activities

Church Suite stores Data in the 'Cloud' and you can only access it through password protection on devices such Computers and Smart Phones.

Please be aware that you must only use Church Suite on a device that is password protected.



What you need to know

Church Suite is **live** and anything you do will take effect immediately - so **be very careful** what you do. Church Suite has the Horsham Team Parish divided into **3 sites**:

St. Mary's Church -**SMC** St. Leonard's Church - **SLC**

Holy Trinity Church - HTC

Depending on your role/s you will only be able to see Data from the Church site/s relevant to you.

To identify the origin of data processing, site codes proceed the field name, eg - SMC:Sidesperson

Matters relating to the whole Parish use the prefix - PCC:

The Key areas of Data Processing are;

Address Book, Children, Calendar, Attendance, Groups, Rotas, Planned Giving, Bookings

Help and support

On-line support can be found at - <u>https://support.churchsuite.com/</u>

For general help and enquiries contact - office@horshamstmarys.org.uk

